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ABSTRACT

This document asks further education colleges (FECs) to complete a survey of students on recognized courses of higher education (HE). The data collected on the Higher Education in Further Education: Students Survey 2000-01 (HEIFES2000) are intended to be compatible with those from the Higher Education Students Early Statistics Survey 2000-01 (HESES2000). Data will: provide an early indication of the number of students on recognized courses of HE at FECs in academic year 2000-01; enable a comparison of student load with allocations made for academic year 2000-01; and inform the allocation of teaching funds for academic year 2001-02. The 20 appendixes, which compromise the bulk of the document, include: explanatory notes for HEIFES2000; summary of changes since HEIFES99; table descriptions; descriptions of columns in tables; the study student population; counting student activity; full-time equivalence; long years of program study; residential and funding status; level of study; mode of study; price groups; recognized courses of HE; links between HEIFES2000 data and individualized student record (ISR) 20; validation checks; workbook notes; sample tables; a survey checklist; a glossary; and a survey index. (SM)

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ED 446 564

October 00/42
Request

Respond by 28 November 2000

HEIFES2000

Higher Education in Further Education: Students Survey 2000-01

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HE033404

HIGHER EDUCATION FUNDING COUNCIL FOR ENGLAND
hefce

HEIFES2000

Higher Education in Further Education: Students Survey 2000-01

To	Heads of further education colleges directly funded by HEFCE in 2000-01
Of interest to those responsible for	Student data; Funding
Reference	00/42
Publication date	October 2000
Enquiries to	Hannah Falvey tel 0117 931 7478 e-mail heifes@hefce.ac.uk

Executive summary

Purpose

1. This document asks further education colleges (FECs) to complete a survey of students on recognised courses of higher education (HE).

Key points

2. The data collected on the Higher Education in Further Education: Students Survey 2000-01 (HEIFES2000) are intended to be compatible with those returned on the Higher Education Students Early Statistics Survey 2000-01 (HESES2000), which we collect from higher education institutions (HEIs). However, because of differences in the way FECs have traditionally returned data, identical returns are not possible. As we further develop our relationships with FECs we hope to be able to align the two surveys.

3. The data will:

a. Give us an early indication of the number of students on recognised courses of higher education at FECs in the academic year 2000-01.

b. Where appropriate, enable us to compare student load with allocations made for the academic year 2000-01.

c. Together with the individualised student record (ISR) supplied to the Further Education Funding Council (FEFC), inform our allocation of teaching funds for the academic year 2001-02.

4. This document provides:

a. Guidance notes for completing the HEIFES2000 survey.

b. Definitions used in the HEIFES2000 survey.

c. Examples of the survey tables, which will be distributed on computer disk.

5. Information contained in the annexes will help colleges to complete the survey.

Annex A:	Explanatory note for HEIFES2000
Annex B:	Summary of changes since HEIFES99 and clarifications
Annex C:	Table descriptions
Annex D:	Descriptions of columns in tables
Annex E:	The HEIFES2000 student population
Annex F:	Counting student activity
Annex G:	Full-time equivalence
Annex H:	Long years of programme of study
Annex I:	Residential and funding status
Annex J:	Level of study
Annex K:	Mode of study
Annex L:	Price groups
Annex M:	Recognised courses of HE
Annex N:	Links between the ISR20 and HEIFES2000 data
Annex O:	Validation checks
Annex P:	Workbook notes
Annex Q:	Sample tables
Annex R:	HEIFES2000 checklist
Annex S:	Glossary
Annex T:	HEIFES index

Action required

6. Survey data, on disk with a hard copy, should be returned by **28 November 2000**. Disks will be dispatched to colleges by the beginning of November 2000.

The HEIFES2000 Survey

7. HEIFES2000 and HESES2000 will be used to inform our allocation of teaching funds for 2001-02. HEIFES2000 should be completed by all FECs with students on directly funded recognised courses of HE.

8. HEIFES2000 splits students into those countable on or before 1 November 2000 and those countable after that date.

9. Coverage of the HEIFES2000 survey is given in Annex E. Definitions of when activity should be counted are in Annex F. Annexes G to M explain how to record different categories of activity.

10. All activity that meets the criteria set out in Annexes E and F should be reported, even if it will not be used directly to allocate funds. For example, the HEFCE will not support students ordinarily resident outside the EU, but these students should still be included in the Island and overseas column on the tables.

11. For allocation purposes we source various information from the July 1999-2000 FEFC ISR17, in particular, we expect we will be using the following fields:

a. Date of birth (to determine if a student qualifies for the mature student premium).

b. Postcode (to determine whether the student should count towards the calculation of the widening participation premium).

Incomplete records may result in a lower allocation of funding than would otherwise be the case.

Data collection and verification

12. Enquiries about this survey should be addressed to Hannah Falvey (tel 0117 931 7478, e-mail heifes@hefce.ac.uk). There is a web page featuring answers to frequently asked questions and examples of completed HEIFES returns. The web page will also contain any amendments or clarifications that need to be made after the circular and disk are sent out. It can be found on the HEFCE web-site, www.hefce.ac.uk, under 'Questions', 'HEIFES frequently asked questions'. The web page is updated regularly and colleges are expected to look here for guidance before and during completion of their HEIFES return. We will use an e-mail list of HEIFES contacts, in order to notify colleges of any significant changes or updates. We will not use this simply to notify of changes to the web-site.

13. A computer disk, containing an Excel workbook to be completed for HEIFES2000, will be dispatched directly to college contacts by the beginning of November 2000. Notes on the disk are at Annex P.

14. The disk contains a number of validation checks, detailed in Annex O, and we will carry out further checks when we receive it. Once the returned data have been validated by us, colleges will be contacted and asked to verify their returns. We may refuse to revise allocations once data have been verified.

Returns

15. Survey data, on disk with a hard copy, should be returned to:

HEIFES
Analytical Services Group
HEFCE
Northavon House
Coldharbour Lane
BRISTOL BS16 1QD

Returns may be made by e-mail to heifes@hefce.ac.uk, but the disk and a hard copy should still be sent to the above address.

16. Returns should be received no later than **Tuesday 28 November 2000**: data need to be returned by this date to ensure that we can announce the 2001-02 allocations by March 2001.

Late returns

17. Where a college fails to return data on time, without prior authorisation, or the returned data are not accurate, we may not be able to include their activity in our funding allocations for 2001-02; or we may use our own estimates of student activity in making allocations.

Audit

18. We will audit HEIFES2000 data. Colleges should therefore keep an adequate audit trail recording how the data were derived. This is especially important where colleges are including estimates or making judgements, for example, the basis for forecasting non-completions should be recorded. Colleges must ensure that estimates are reasonable and have sufficient supporting data. Signed and dated registration and enrolment forms for students should be available for inspection.

19. As part of our audit process, we will compare HEIFES2000 data with a variety of other data, most notably the July 2000-01 FEFC ISR20 data, as these become available. We may make retrospective adjustments to funding in the light of these comparisons. Details of how we will compare data are given in Annex N. It is not possible to create an exact mapping between the FEFC ISR data and HEIFES data; so although Annex N gives details of the mappings we will use, it cannot be used to derive HEIFES2000 data.

Audit of HEIFES99

20. The HEIFES99 data audit exercise audited 10 colleges. The audits highlighted areas in which some colleges are incorrectly interpreting the HEIFES guidance. The findings included:

- lack of robustness in the estimation of non-completions
- incorrect allocation of Superclass II codes to price groups
- inadequate audit trail between the student record system and the HEIFES return
- discrepancies between ISR and HEIFES data
- HEIFES returns were not authorised by the most appropriate person.

21. The findings are included under 'Common errors in the 1999 HEIFES survey' in Annex A, paragraphs 9 to 25.

Annex A

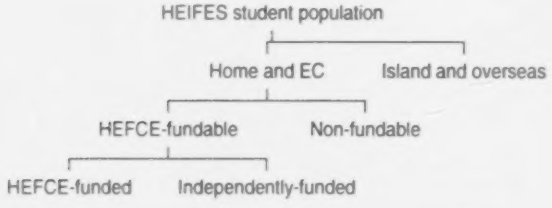
Explanatory note for HEIFES2000

1. We will use HEIFES2000 to monitor whether colleges have met their 2000-01 funding contract, and to determine recurrent grant and formula-driven student number allocations for 2001-02. This note explains how we will use the data, and also provides some guidance on common errors which arose in the 1999 survey. It does not provide strict definitions – for these, colleges should refer to the other annexes, as appropriate.

2. The funding agreement explains how we will use the data in monitoring institutions recruitment against their student number targets and in calculating standard and assumed resource for 2000-01. The funding agreement for 2000-01 can be found on the HEFCE web-site, www.hefce.ac.uk under 'Finance'.

Fundability status: HEFCE-funded, independently-funded, non-fundable and Island and overseas

3. Annex I provides the strict definitions on residential and fundability status. In HEIFES, students are disaggregated between home and EC, and Island and overseas. Home and EC students are then disaggregated between HEFCE-fundable and non-fundable. HEFCE-fundable students are then further disaggregated between HEFCE-funded and independently-funded. This hierarchy is shown in the diagram below.



Island and overseas

4. Island and overseas students are those from the Channel Islands, Isle of Man or from outside the EC. They are not included in any of our funding or student number allocations for 2000-01.

Non-fundable students

5. The three main categories of home and EC non-fundable students are those who are:

a. Funded from another EC public source: for example, a Training and Enterprise Council (TEC), the Department of Health or the Teacher Training Agency (TTA), or from European grant such as the European Social Fund (ESF). In some cases, where the public funding does not cover HEFCE standard resource rates, a proportion of the students on the course may be returned as fundable, as long as the students are not excluded for other reasons – see paragraphs 4a, 4c and 4d of Annex I.

b. On closed courses, which are not open to any suitably qualified candidate. This will cover, for example, courses which are provided solely for the employees of particular companies.

c. On courses which are franchised-out to an organisation which is neither an HEI nor an FEC, unless we have given specific approval to include them as fundable.

Non-fundable students are not included in our calculations of standard and assumed resource, but do still count towards the Maximum Student Number (MaSN) and sub-degree target, where appropriate.

Independently-funded students

6. Colleges may choose to record home and EC HEFCE-fundable students as independently-funded, if they receive sufficient funding to cover the HEFCE standard resource level for the particular category of student. Independently-funded students are not included in our calculations of standard and assumed resource, but do still count towards the MaSN and sub-degree target. In general, the declaration of eligible students as independently-funded will only benefit colleges which are currently under-resourced (below the ±5 per cent tolerance band around standard resource), as an aid to migration. We expect very few students at FECs to meet the eligibility criteria for inclusion as

independently-funded, and colleges that record such students may be asked to provide evidence that they meet the criteria.

Structure of main HEIFES tables

7. The main HEIFES tables, Tables 1, 2 and 3 ask for:

- Column 1: Student data as at the census date (1 November). Students who have withdrawn prior to 1 November are excluded (although students who have completed before this date are included)
- Column 2: Forecast data after the census date (2 November to 31 July)
- Column 3: Forecast non-completions (after 1 November 2000). These are recorded as negative values
- Column 4: Estimated completions for the year – the sum of the previous three columns
- Column 4a (Table 3 only): Full-time equivalent (FTE) of estimated part-time completions.

8. Column 4 of Tables 1 and 2 and Column 4a of Table 3, HEFCE-funded data, are used in our resource calculations. Column 4 of Tables 1 and 2 and Column 4a of Table 3, HEFCE-fundable data, are used in monitoring against the FTE targets for funding conditional upon delivery of growth. Relevant home and EC data in Columns 1 and 2 are used for monitoring against the MaSN and sub-degree target.

Common errors in the 1999 HEIFES survey

9. We carried out audits of the HEIFES data returns from a number of colleges during 2000. Common errors made by colleges in completing the HEIFES survey last year and problems encountered during the audits include:

- colleges did not fill in all the relevant tables (see paragraph 10)
- Column 2 on Tables 1, 2 and 3 was filled in incorrectly (see paragraph 11)
- students were returned against the wrong fee level on Table 4 (see paragraph 16)
- students were attributed to incorrect price groups (see paragraph 18)
- colleges filled in the FTE column on the part-time table, Table 3, incorrectly (see paragraph 21)
- colleges did not estimate non-completions reasonably (see paragraph 22)
- there was an inadequate audit trail between the student record system and the HEIFES return (see paragraph 23)
- there were discrepancies between ISR and HEIFES data (see paragraph 24)
- HEIFES returns were not authorised by the most appropriate person (see paragraph 25).

Filling in relevant tables

10. Some colleges did not fill in all the tables that were relevant to them. For example, a common mistake was to fill in only Table 5 on HEIFES99, which collected information on provision below degree level, when only HNC and HND students were present at the college. Students aiming for qualifications below degree level should also be returned on Tables 1, 2 or 3 depending on their mode of study, as undergraduate students, and for Home and EC students, the fee table, Table 4, must be filled in even if the students are not subject to regulated fees.

Forecast of years countable data (Column 2)

11. There was some confusion about what should be included in Column 2. Common mistakes were filling in Columns 1 and 2 with the same students or returning students on non-standard academic years in Column 2.

12. Students should be reported in HEIFES in a way that is consistent with when they are reported in the ISR. (See Annex F, paragraphs 1 to 11.) Errors arose in reporting students whose year of programme of study spans two academic years. The example below shows how such students should be reported.

Example

13. A two-year course runs from January to December. Students continuing their course who started their course in January 1999 (now in their second year) and January 2000 (in their first year) should be included in HEIFES2000, in Column 1. Those starting in January 2001 should not be shown as forecasts in Column 2 of HEIFES2000, but instead should be counted in Column 1 of HEIFES2001.

14. Cases where students may be recorded as forecasts in Column 2 are:

a. Students on years of study entirely contained within the 2000-01 academic year, but which begin after 1 November. This will include, for example, courses running in the spring and summer terms only. However, as the only students eligible for inclusion in HEIFES are those aiming for a higher degree, postgraduate certificate in education (PGCE), first degree (including foundation degree), DipHE, HND, HNC and CertEd, such forecasts will be uncommon. Students who are studying for credits which may count towards one of the listed qualifications, but who are not specifically aiming for such a qualification, are excluded from HEIFES. Funding responsibility for these students remains with the FEFC.

b. Exceptionally, new courses which will normally span a standard academic year (for example September to July), but where the first cohort has been delayed until after 1 November as a one-off measure because of start-up difficulties.

15. Students who start their year of study late (after 1 November), but are expected to catch up with others on their course who are following a standard year of programme of study, should be returned in Column 1.

Fee levels

16. There was some confusion about which students are subject to the regulated fees and whether those who are not subject to the regulated fees should be returned on the fees table, Table 4. For example, part-time HND students are not subject to the regulated fees but some colleges returned them in the 'Regulated £1,025' row in HEIFES99.

17. All home and EC students should be returned on the fee table regardless of whether they pay regulated fees or not. If, taking account of the mode of study, the course is subject to regulated fees, then the students on that course should be returned under the appropriate fee level irrespective of their personal eligibility for an award. If the course is not subject to regulated fees then the students on that course should be returned under the 'non-regulated' fee level. The format of the fee table has been altered to make it easier to use, and more guidance has been included in Annex D, paragraphs 10 to 17.

Attribution of students to price groups

18. See Annex L. Students should be attributed to price groups according to the Superclass II code(s) of the course they are on. Superclass II codes are taken from the FEFC Qualifications Database. Some institutions had difficulty in finding the correct Superclass II code for particular courses last year. If a college cannot find the Superclass II code for a course, or thinks a code may have been wrongly assigned, then they should contact the FEFC funding and statistics support desk in the first instance.

19. Media studies students (Superclass II codes KE to KG) must be recorded in the media studies price group only, and should not be attributed to other price groups according to how colleges consider they should be funded. The attribution of media studies students to price groups for funding purposes has been determined by a review panel, and any split between price groups for media studies provision will be carried out in the funding model.

20. Psychology students (Superclass II code PK) should be recorded in the psychology price group only. A review of the attribution of psychology students to price groups for funding purposes has already taken place. Any split between price groups for psychology provision will be carried out in the funding model.

FTE in Column 4a of the part-time table, Table 3

21. The table containing load factors in Annex G should be used to determine the FTE of a course. Furthermore, FTE data in Column 4a should be in relation to the part-time numbers included in Column 4 (estimated total completions for the year), and not the numbers in Column 1 (students countable between 1 August and 1 November inclusive).

Estimation of non-completions

22. The definition of a non-completion is included in Annex F. The audits identified a common misconception that withdrawals notified from an academic department are the sole source of data for that department's non-completion estimate. Estimation of the number of non-completions should normally be based on the non-completion rate for the previous year for the particular course. Where this is not the case, there should be a clear rationale for any alternative methods used or adjustments made. Completion is not determined by academic success but by whether the student has completed the end-of-year assessment or exam.

Inadequate audit trail

23. During the audits of colleges, in some cases, the audit trail between the student record systems and the HEIFES return was inadequate. A record of the basis for making estimations of non-completions and forecast countable years should be kept along with any relevant printouts and working papers used in completing the return. This is particularly important where only one person is responsible for the return as the return has to be reproducible even if they leave. The audit trail should be retained for at least three years. Source documents like registration forms should be similarly retained. Where an institution uses document image processing or other methods to store such information, the original documents should normally be retained for at least one year and the 'copy' retained for at least a further two years.

Discrepancies between ISR and HEIFES

24. The audit of colleges found that in some cases, there were discrepancies between the ISR and HEIFES data, for example, courses being coded as HEFCE-fundable on the ISR but correctly excluded from HEIFES. Colleges should ensure that data in the HEIFES student population can be identified on the ISR. Links between ISR and HEIFES data are included in Annex N and describe the way in which we will recreate HEIFES2000 from ISR20.

Authorisation of the HEIFES return

25. At many colleges, the person responsible for the production of the HEIFES return also 'signs it off' on the college's behalf. For the HEIFES2000 return we will be requiring the VC/Principal or their most appropriate deputy to sign off the return on the college's behalf. This person should be different from, and preferably senior to, the preparer of the return. The independent reviewer should broadly assess the return for reasonableness before signing off the return. This requires the reviewer to have an understanding of our data collection requirements, to ensure that the college has systems capable of producing an accurate and complete return and that the preparer of the return has compiled it competently.

Data audits

26. We will continue our regular programme of audits of data used for funding purposes, and may adjust our funding and student number allocations where we find that incorrect data have resulted in over-allocations. The HEIFES return is, however, not subject to a confirmation audit, as with the FEFC student numbers audits. We will also look for consistency between HEIFES and ISR data, and it is therefore essential that colleges submit their ISR data accurately and on time – indeed this is a condition of our grant.

27. Colleges should keep records for audit purposes of how their HEIFES data have been derived. In particular, colleges should complete enrolment

forms and registers for all students, in order to verify students' existence and continuing attendance.

Outline timetable and process for the 2001-02 funding round

28. Colleges are required to return their HEIFES survey by 28 November 2000, both on disk and in hard copy. Disks will be dispatched at the beginning of November 2000. Once we receive the data, we carry out a number of validation and credibility checks, and calculate whether colleges have met their funding agreement for 2000-01. During December, we will write to colleges, enclosing a printout of their HEIFES data and comparison and holdback reports generated from them. Colleges will be asked to:

- verify that the data are accurate, or make corrections
- answer any questions we may have on the data
- submit any appeals for mitigation of holdback.

29. By mid-January 2001, all colleges must have signed off their HEIFES data as being correct as at the census date of 1 November 2000. The timetable for this is tight: if corrections to data are made, we then reissue the data for re-verification by colleges. We will normally expect colleges to answer any questions about data within six working days.

30. During January we will consider the appeals for mitigation of holdback. Colleges will be notified of the outcomes of their appeals in February. At the end of January we will also announce the provisional MaSN for 2001-02. Colleges will have one week in which to appeal for a change to their MaSN. The outcomes of any MaSN appeals will also be notified in February. We will announce provisional allocations of recurrent grant and confirm MaSNs for 2001-02 in March. Precise dates will be published on our web-site in November.

31. In January 2002, we will compare HEIFES2000 data with the July 2000-01 FEFC ISR20. Changes in funding may result from this comparison.

Annex B

Summary of changes since HEIFES99 and clarifications

1. The definition of full-time and sandwich has not changed since last year. The Education (Student Support) Regulations 2000 (SI 2000 No. 1121) no longer contain a minimum amount of time spent studying during a year of programme of study, in the definition of full-time and sandwich. The definition of full-time and sandwich for HEIFES purposes however, has **not** changed. See Annex K.

2. On Tables 1, 2 and 3, the data collected in Column 6, students wholly or partially franchised-out, are now a subset of Columns 1 and 2 and not a subset of Column 4. This is so that the data collected in Column 6 are consistent with the other supplementary data we collect.

3. More guidance on how to complete Table 4, the fee table, has been included in Annex D, paragraphs 10 to 17 and as last year, the fee levels used in the definition of full-time and in the fee table are applicable to the course and not to individual students.

4. All students on pre-registration courses which are eligible for NHS bursaries, should now be returned against fee level 'NHS bursaried courses' on the fee table, Table 4, even if the student is not personally in receipt of such a bursary.

5. Table 5, which last year collected data on students studying for provision leading to qualifications below degree level, now also collects information on students who are studying for a foundation degree, so that provision for this qualification can be monitored. It should be noted therefore that although we refer to a sub-degree target, this now includes foundation degrees. The information returned on this table is a subset of the undergraduate information collected on Tables 1, 2 and 3.

6. There is a new table, Table 6, which collects information on Graduate Apprenticeships (GAs). The information returned here for part-time students will be used to calculate fee-remission for GAs and monitor the numbers involved. The data returned on this table are a subset of the data collected on Table 3. See Annex C for further guidance.

7. The MaSN definition has not changed since last year. A new definition was introduced in March 1999 and this caused some confusion last year as to what students were being included in the MaSN calculated in the HEIFES workbook. The MaSN derived in the holdback sheet provided in the HEIFES workbook is calculated on the same basis as the final MaSN notified to individual colleges in July. This comprises all home and EC full-time and sandwich undergraduate students, and any postgraduate and part-time students on courses that are subject to the regulated fees. A further explanation can be found in 'Recurrent grants for 2000-01' (HEFCE 00/12).

8. Superclass II codes FK335 and FK349, Spanish and German, have been moved from price group D to price group C. See Annex L.

9. A checklist for HEIFES2000 has been included in Annex R, which can be used to go through the steps involved in completing a HEIFES return. It is meant to be used as a guide alongside the other annexes, and may be particularly useful to members of staff who have not had much experience in completing HEIFES returns.

10. There is a new annex – Annex S – which is an index for HEIFES2000. The index contains common words and phrases used in the HEIFES2000 publication.

11. Colleges should note that from next year onwards (HEIFES2001), the Excel workbook containing the HEIFES tables will be saved in Excel 97 and not Excel 5.0 as it is currently.

Annex C

Table descriptions

Tables 1, 2 and 3 – Student counts and FTEs

1. Tables 1, 2 and 3 correspond to the three modes of study defined in Annex K. These tables are mutually exclusive, and taken together should sum to the total number of students who are countable for the academic year.

Table 4 – Home and EC fees

2. The data returned in Table 4 must match the home and EC data returned in Columns 1 and 2 of Tables 1, 2 and 3. Table 4 contains the number of home and EC students for all modes as defined in Annex K, countable on or before 1 November 2000, or expected to become countable between 2 November 2000 and 31 July 2001.

3. When determining the level of fee, the entire tuition fees for a whole year, excluding bench, examination or validation fees, should be returned – irrespective of who pays it. For example, a full-time student on a first degree would normally be recorded against the £1,050 heading, even if the student pays £200 and the Student Loans Company (SLC) or the SAAS pays the remaining £850.

Table 5 – Student counts for provision leading to foundation degrees or qualifications below degree level

4. The data returned in Table 5 are a subset of the undergraduate data collected in Columns 1 and 2 of Tables 1, 2 and 3. Table 5 contains counts of students, countable on or before 1 November 2000, or expected to become countable between 2 November 2000 and 31 July 2001, who are aiming for foundation degrees or qualifications below degree level, for all modes as defined in Annex K.

5. Provision below degree level comprises HND, HNC, DipHE and CertEd courses. Where students have multiple qualification aims, they should be recorded against the lower aim. For example, a student registered for an HND and a degree should be counted on this table.

6. Students should only be recorded with a qualification aim of a foundation degree if they are on a two-year full-time, or the part-time equivalent, HE course which the college has marketed as a 'foundation degree'.

Table 6 – Student counts for Graduate Apprenticeships

7. The data returned in Table 6 are a subset of the data collected in Columns 1 and 2 of Table 3. Table 6 contains the number of students, countable on or before 1 November 2000, or expected to become countable between 2 November 2000 and 31 July 2001, who are studying for a recognised HE qualification as part of a GA.

8. GAs are frameworks which integrate study for recognised HE qualifications with structured work-based learning. Each framework has a number of design criteria specified by the Graduate Apprenticeship National Steering Group (GANSG). Further information can be found in circular letter 'Funds to develop and deliver Graduate Apprenticeships' (HEFCE 22/00).

9. The definition of a GA student for the purposes of HEIFES is a part-time student who is studying for a recognised HE qualification who is also taking the NVQ and Key Skills units specified in the relevant GA framework and who is an employee of a small or medium enterprise (SME). It is these students who will be eligible for fee-remission.

10. Fee-remission for part-time students studying for a recognised HE qualification as part of a GA will be calculated using the numbers returned on Table 6. Institutions will be notified of their allocations in February 2001. Numbers returned in Table 6 will be checked for credibility against details of GA frameworks supplied by GANSG.

11. The GA scheme is relatively new, we therefore do not expect many students in FECs to be returned on Table 6 in HEIFES2000.

Annex D

Descriptions of columns in tables

1. All numbers returned on all tables should be student counts **apart** from Column 4a on Table 3, which should contain FTEs.

Tables 1, 2 and 3 – Student counts and FTEs

2. Column 1: Number of students countable between 1 August 2000 and 1 November 2000 inclusive. If a student has been classified as a non-completion for the countable year of programme of study, as defined in Annex F, paragraph 13, on or before 1 November 2000, they should not be returned at all.

3. Column 2: Number of students expected to become countable between 2 November 2000 and 31 July 2001 inclusive. Colleges should make sure that estimates included in this column are made on a reasonable basis, and that supporting evidence for the assumptions is kept for audit purposes. Students on non-standard academic years should not generally be shown here. See Annex F, paragraphs 9 to 12.

4. Column 3: Number of students who will fail to complete after 1 November 2000. This is an estimate of the number of students that have been returned in Columns 1 and 2 but who will not complete that year of programme of study, according to the definition given in Annex F, paragraph 13. Numbers of non-completions should be entered as negative values in the workbook. Colleges should ensure that these estimates are supported by historical data.

5. Column 4: Estimated total completions for the year. This is the sum of the first three columns; the addition will be carried out automatically in the workbook. This is an estimate of the number of students whose activity is countable in the academic year and who complete the year of programme of study.

6. Column 4a (Table 3 only): Assumed FTE for the academic year. This should be the sum of the FTEs for the whole year of programme of study for the students returned in Column 4.

7. Column 5: Number of new entrants. This should be all students returned in Columns 1 and 2 who are on the first year of a course. This will include students re-sitting the first year of a course, but will exclude students entering the second, or later, year of a course directly. A definition of new entrants is included in Annex F.

8. Column 6: Students franchised-out. This should be all Home and EC fundable students returned in Columns 1 and 2 who are wholly, or partially, franchised-out for the year of study, broken down by the type of institution to which students are franchised. Students should only be recorded as franchised-out to 'Other inst.' where approval for the franchising arrangement has been given. The student count, and not the proportion of the year of study franchised, should be returned where the student is partially franchised-out. These students are a subset of the countable years of programme of study already returned in Columns 1 and 2. Definitions of who should count as franchised are included in Annex E.

9. When determining whether a student who is franchised-out is wholly or partially franchised-out, the franchise arrangement for the year of programme of study and not the whole course should be used. For example, a student on a two-year course which is franchised out for the whole of the first year only, would be returned as wholly franchised-out for the first year and not included in the franchised-out column in the second year. A student on a two-year course who is franchised-out for six months in each of the two years would be returned as partially franchised-out in each of the two years.

Table 4 – Home and EC student fees

10. Table 4 collects information about tuition fees for students included within Columns 1 and 2 of Tables 1, 2 and 3. In general, fee levels are an attribute of the course, not of the individual student. This means, for example, that a student who is on a designated course but who is not personally eligible for a grant for fees payable by the Student Loans

Company should still be returned against the appropriate regulated fees category. However, students on pre-registration courses for which an NHS bursary may be payable and those on outgoing SOCRATES-ERASMUS full-year exchanges should be identified separately.

11. Regulated fees are those defined in Regulation 11 of the Education (Student Support) Regulations 2000 (SI 2000 No. 1121). In general, these are:

a. Regulated £1,050 – full-time and sandwich undergraduate courses (where the student is not on their year-out) and full-time PGCE courses.

b. Regulated £520 – undergraduates following full-time and sandwich courses who are on their sandwich year-out, students on a non-ERASMUS or SOCRATES study-related year abroad and part-time initial teacher training (ITT) courses.

c. Regulated £0 (nil) – outgoing ERASMUS and SOCRATES full-year exchange students only.

d. NHS bursaried courses - students on pre-registration courses for which an NHS bursary may be payable.

The Education (Student Support) Regulations can be found on the HMSO web-site – www.hmso.gov.uk, under 'Legislation', 'United Kingdom', then 'Statutory Instruments'.

12. Students should be returned under the fee level 'Non-regulated' where the course the student is studying for is not designated under Regulation 5 of the Education (Student Support) Regulations.

Part-time or postgraduate students subject to regulated fees

13. The only part-time students who should be recorded as being subject to regulated fees are those:

a. On part-time courses of initial teacher training, such as first degrees leading to qualified teacher status (QTS), PGCEs and CertEds.

b. Attending the final year of a designated course which is ordinarily completed within 15 weeks. In these cases, the students should be recorded as subject to regulated £520 fees.

14. Part VIII of the Education (Student Support) Regulations 2000 makes provision for the support of students attending 'designated part-time courses' of higher education, through a £500 loan. Students on such part-time courses should still be returned under 'non-regulated' fees, as these courses are explicitly not designated under Regulation 5.

15. The only postgraduate students who should be recorded as being subject to regulated fees are those on a full-time or part-time PGCE. Such students should be recorded as subject to the regulated £1,050 or regulated £520 fees, respectively.

16. Column 1: Number of home and EC students countable between 1 August 2000 and 1 November 2000 inclusive. The column is broken down by mode of study as defined in Annex K.

17. Column 2: Number of home and EC students expected to become countable between 2 November 2000 and 31 July 2001 inclusive. The column is broken down by mode of study as defined in Annex K.

Table 5 – Student counts for provision leading to foundation degrees or qualifications below degree level

18. Column 1: Number of students countable between 1 August 2000 and 1 November 2000 inclusive. This is a subset of the undergraduates included in Column 1 of Tables 1, 2 and 3. The column is broken down by mode of study as defined in Annex K.

19. Column 2: Number of students expected to become countable between 2 November 2000 and 31 July 2001 inclusive. This is a subset of the undergraduates included in Column 2 of Tables 1, 2 and 3. The column is broken down by mode of study as defined in Annex K.

Table 6 - Student counts for Graduate Apprenticeships

20. Column 1: Number of students countable between 1 August 2000 and 1 November 2000 inclusive. This is a subset of the data included in Column 1 of Table 3.

21. Column 2: Number of students expected to become countable between 2 November 2000 and 31 July 2001 inclusive. This is a subset of the data included in Column 2 of Table 3.

Annex E

The HEIFES2000 student population

1. HEIFES2000 records counts of students aiming for recognised HE qualifications (defined in Annex M). These students are called the HEIFES2000 student population. Paragraphs 2 and 3 below define which students should be included in the HEIFES2000 student population. Some students within this population may not be countable within HEIFES2000, as their activity will be counted in a future HEIFES survey. All students counted in HEIFES2000 must be in this population.

2. Students meeting **all** of the following criteria should be included in the HEIFES2000 student population:

a. They are actively pursuing studies with the college for at least part of the academic year 2000-01. This includes outgoing exchange students.

b. They are studying towards a recognised HE qualification aim.

c. They have an individual record returned on the FEFC ISR.

d. They are not being returned on any other institution's HEIFES or HESES return.

3. Students in **any** of the following categories should **not** be included in the HEIFES2000 student population:

a. Students not studying towards a recognised HE qualification aim as defined in Annex M. Students whose sole qualification aim is an NVQ should not be included. Students should be included if they gain both a recognised HE qualification and an NVQ as the result of a programme of study.

b. Students who will not be included individually in the college's FEFC ISR return. All students included in the HEIFES2000 student population must be included on the college's FEFC ISR.

c. Incoming exchange students.

d. Students franchised-in (see paragraphs 4 to 11 below) from another institution.

e. Students taught by the college under an associate college agreement.

f. Students spending most of their time for the whole course outside the UK (including distance learners outside the UK), except where:

   i. There is a clear academic reason for studying abroad rather than in the UK. Even where such a benefit exists, we must specifically sanction the course as eligible.

   ii. The student is temporarily and unavoidably abroad and remains liable to UK tax on their earnings, or is a dependant of such a person. This includes members of HM forces and their dependants.

   Sandwich students working abroad and language year abroad students will not normally fall into this category.

g. Students who do not actively pursue studies with the college in the academic year 2000-01.

h. Students who are on school-centred ITT (SCITT) programmes.

i. Students who are being returned on any other institution's HEIFES or HESES return.

Students taught under partnership, collaborative or similar arrangements

4. Many students are taught under a variety of subcontractual arrangements. All such students are regarded as being franchised for the purposes of HEIFES2000. Industrial placements, work experience and language years abroad should not be regarded as franchised for the purposes of HEIFES.

5. Colleges must ensure that no student is included on more than one institution's returns to the HEFCE for a single qualification. Where a partnership arrangement includes an HEI, the students are usually returned to us by the HEI.

6. The following paragraphs explain who should return franchised activity to us. The 'HEFCE survey' referred to below will be either:

- HEIFES2000 for FECs or
- HESES2000 for HEIs.

7. Where one institution enrols a student and collects a fee for tuition for that student, but the student undertakes all or part of their study at another institution, only the institution that receives the fee should include the student in its HEFCE survey student population. Such a student is regarded as franchised-out by the institution collecting the fee.

8. If a course is run jointly by more than one institution, only the institution that receives the fee should include the student in its HEFCE survey student population.

9. If two institutions receive a fee from a student for a given year of programme of study of a course, the institution that receives the largest portion should include the student in its HEFCE survey student population. If both institutions receive the same amount, the institutions must ensure that only one includes the student in its HEFCE survey student population.

10. In some cases the institution teaching the student may collect the fee on behalf of another institution. Where this is the case, if the fee is transferred directly to another institution, that institution should include the student in its HEFCE survey student population. If the fee itself is not transferred but is used to offset payments between two institutions in respect of the student, then this should be treated as if the fee had been transferred.

11. In all of the above cases, the student is considered to be a student of the franchiser. The institution that includes the student in its HEIFES2000 student population must also return a record to the FEFC ISR, and its performance indicators and quality assessments will take account of activity relating to that student as appropriate.

Annex F

Counting student activity

1. Students study towards qualification aims over a period of time. This period of time can be split into one or more years of programme of study. The first year begins when the student starts studying towards the qualification aim; the second and subsequent years start on or near the anniversary of this date.

2. A student may only be returned on HEIFES2000 once for each year of programme of study that they undertake. This is referred to as counting years of programme of study. When a student becomes countable on HEIFES depends on how their activity falls within each year of programme of study. There are two types of year of programme of study: standard and non-standard. A standard year is one where all activity for the year of programme of study falls within the period 1 August to 31 July; nearly all undergraduate students are on standard years of programme of study.

3. Some students who would normally be considered as following a standard academic year are actually on non-standard years of programme of study. The most common examples are MSc students who study for a full year between October and October. This is all one year of programme, yet has activity in two academic years and is therefore non-standard. All students on full-year courses which span two academic years are on non-standard years of programme of study.

4. Occasionally a student may be on two courses aiming for two independent recognised HE qualifications at the same time. If this is the case, the student should be treated as if they were two students, each aiming for one of the qualifications.

5. To be counted, a student within the HEIFES2000 student population must also meet the following criteria:

a. A tuition fee is charged for the year of programme of study. This fee may be waived.

b. The FTE for the year of programme of study is at least 3 per cent.

c. The student is not writing up a thesis or similar piece of work for the whole of the year.

Students on standard years of programme of study

6. For students studying on a standard year of programme of study, the student will become countable at the start of each year of programme of study. The FTE returned should be the FTE for the whole academic year.

Example

7. A student starts a degree programme on 20 September 2000 with each year of the course finishing at the end of June. As all activity for each year is contained in the period 1 August to 31 July, (ignoring any activity falling in different years of programme of study due to variations in term dates), all years are standard. Thus the student becomes countable on 20 September 2000, and, depending on when the activity for the year starts, on or around the anniversary of this date each year.

8. Occasionally some students may join a programme of study at a date different to the usual start date. Such students may be treated as if they had joined with the rest of the cohort if:

a. Having caught up with the rest of the cohort, they will subsequently follow an identical pattern of study and

b. Activity for all years of programme of study for the cohort falls within the academic year.

Otherwise the student should be treated as being on a non-standard year of programme of study.

Students on non-standard years of programme of study

9. For students on non-standard years of programme of study, the student becomes countable on 1 August of each academic year in which they are active, apart from the first. The FTE returned each time the student becomes countable should be the FTE for the entire year of programme of study.

Example

10. A full-time student starts a degree programme in January 2001 and the first year of the course

finishes in November 2001. The student is on a non-standard year of programme of study because of the activity between August and November. This student would not be included in HEIFES2000, but instead in HEIFES2001. However, a similar student who started in January 2000 would be included in Column 1 of Table 1 of HEIFES2000.

11. Some students studying on non-standard years of programme of study may have two years of programme of study in the final academic year. This will happen where the student undertakes a short period of study after the anniversary of their start date but completes this within the academic year. In this case, the first year of programme of study should be returned in Column 1 of the relevant HEIFES tables. The second year of programme of study should be returned in Column 1 if it starts on or before 1 November, or Column 2 if it starts after 1 November. These are the only circumstances where a student on a non-standard academic year should be returned in Column 2.

Example

12. A full-time student started an 18-month course in January 2000 which ends in July 2001. They would not have been counted on HEIFES99. The student would be counted on 1 August 2000 for the first year of programme of study on HEIFES2000, and again on HEIFES2000 as a student expected to become countable, on the anniversary of the start date, in January 2001, for the second year of programme of study. The first year of programme of study would be returned in Column 1 of the full-time table, Table 1. The second year of programme of study would be returned in Column 2 of the part-time table, Table 3, because it starts after 1 November but finishes before the end of the academic year and in this case does not meet the criteria to be full-time.

Non-completions

13. A student who fails to complete a year of programme of study is classified as a non-completion for that year. Usually, attendance at the final exam or submission of final coursework would constitute completion of the year.

14. Completion is not measured against academic success. A student who sits the exam at the end of a year but fails is still a completion. Where courses do not have exams or coursework at the end of a year, colleges must be able to provide alternative evidence that the student continued studying until the end of the year.

15. In some cases the final assessment for a year of programme of study may fall outside the academic year in which it is counted, or exceptionally outside the year of programme of study. In either case, completion of the year is still measured against attendance at the final exam or submission of final coursework relating to the year of programme of study. For example, if a student studies on a standard academic year but the examinations are held in August, completion will be determined against attendance at the August examination.

New entrants

16. New entrants are defined as students registered for the first (or only) year of a course leading to a recognised HE qualification. Note that:

a. Students re-taking the first year of a course should be included as new entrants.

b. Students transferring between courses are to be included only if they are registered as first-year students on their new course.

c. Students entering directly onto the second or subsequent year of a course should not be counted as new entrants.

d. Students whose course includes an integrated foundation year at HE level (year 0) should be counted as new entrants only during their foundation year. In this case the student should not be counted as a new entrant during year 1 of the course.

Annex G

Full-time equivalence

1. Full-time equivalence (FTE) for part-time students is defined with reference to an equivalent full-time course. For the purposes of determining FTE, the number of guided learning hours the student undertakes is irrelevant. In general the comparison to an equivalent full-time course should be based on the number of years, or terms, taken to achieve the qualification, compared to a student studying full-time. Where such a full-time course does not exist, a reasonable judgement should be made by comparing it to other qualifications in a similar subject and at the same level. In this case, evidence of the courses used and the reasoning behind the judgement should be kept for audit purposes.

2. The table below shows the FTE per year for most recognised courses of HE, depending on the number of years the course is taken over. It also shows the total FTE for the course. For a part-time course, the FTE summed over the whole course should be equal to that shown in the table below.

3. The table may not be appropriate where the qualification offered differs significantly from the norm for qualifications with that title. This is particularly true for DipHE and CertEd where the practice varies between colleges. Where colleges believe that the FTE should be different to that listed above, they may return a different FTE, but must keep a record of how this was derived. In cases of difficulty, colleges are advised to contact us for guidance. If colleges wish to use an FTE different to those listed in the table, with the exception of CertEd and DipHE, they must contact us before doing so. In particular, we would not expect the FTE for a part-time degree to be calculated with reference to a four-year programme.

4. Where a student repeats a year or enters the second, or later, year of the course directly, the total FTE returned for that student should be increased or decreased respectively to reflect this (see examples 2 and 3 below).

Example 1

5. A student studies for a degree over five years. The FTE returned each time the student becomes countable is 0.60; the student becomes countable five times so the total FTE returned over all years is $5 \times 0.60 = 3$.

Example 2

6. As in example one but the student resits year two. The FTE returned each time the student becomes countable is still 0.60; the student becomes countable six times so the total FTE returned over all years is $6 \times 0.60 = 3.6$.

Example 3

7. As in example one but the student enters directly onto year two. The FTE returned each time the student becomes countable is still 0.60; the student becomes countable four times so the total FTE returned over all years is $4 \times 0.60 = 2.4$.

Example 4

8. A second-year HND student does eight units in the year. An HNC to HND top-up student does six units in one year. The FTE for the top-up is $6 \div 8 = 0.75$.

Qualification aim	Total	Duration in years								
	FTE	1	2	3	4	5	6	7	8	9	10
Degree	3			1.00	0.75	0.60	0.50	0.43	0.38	0.33	0.30
Foundation degree	2		1.00	0.67	0.50	0.40	0.33	0.29	0.25	0.22	0.20
HND	2		1.00	0.67	0.50	0.40	0.33	0.29	0.25	0.22	0.20
DipHE	2		1.00	0.67	0.50	0.40	0.33	0.29	0.25	0.22	0.20
HNC	1	1.00	0.50	0.33	0.25	0.20	0.17	0.14	0.13	0.11	0.10
CertEd	1	1.00	0.50	0.33	0.25	0.20	0.17	0.14	0.13	0.11	0.10
HNC to HND top-up	0.75	0.75	0.38	0.25	0.19	0.15	0.13	0.11	0.09	0.08	0.08

Annex H

Long years of programme of study

1. For full-time courses, students will be classified as being on 'long' years of programme of study if they are normally required to attend for 45 weeks or more within the year of programme of study. When determining length, students are deemed to be attending the college if they are actively pursuing full-time studies towards the qualification aim. Years of programme of study that are not long are referred to as standard length.

2. If the year of programme of study is 45 weeks or more in length because of a period of work-based study, then the year of programme of study is not counted as long.

3. For part-time courses, the distinction will depend on the length of each year for an equivalent full-time course. The number of weeks attended within the year of programme of study for part-time students is irrelevant to determining if the year of programme of study is long. The equivalent full-time course used should be the same as that used in calculating the FTE.

4. For undergraduate students, long courses will typically be accelerated programmes where the qualification aim is achieved in a much shorter period than normal.

5. For postgraduate students, most long courses will be for higher degrees.

Example

6. A full-time one-year course has a 30-week year of programme of study; the equivalent part-time course lasts for two years, each with a 45-week year of programme of study. The part-time course would not be long. Conversely, if each year of the part-time course lasts for 30 weeks, but the year of programme of study for the full-time course is 45 weeks, then the part-time course is classified as long. The FTE would be 0.5 in both cases.

Mixed length courses

7. In some cases a full-time course may have one or more years of programme of study which are long, with one or more standard length years. When determining which load to return as long for the equivalent part-time course, the following two principles should be applied:

a. The FTE over the entire course should be identical to that of the full-time course.

b. The proportion of the FTE recorded as long should be the same on both the full-time and part-time programmes.

Example

8. A two-year full-time course has year one long and year two standard length. The equivalent part-time course runs over four years. The student should be recorded as long for the first two years and as standard for the remaining two. The FTE would be 0.5 in each of the four years.

Annex I

Residential and funding status

Home and EC students

1. Students are classified as home and EC if they can be regarded as eligible students as defined by Schedule 1 of the Education (Student Support) Regulations 2000 (SI 2000 No. 1121). The Education (Student Support) Regulations can be found on the HMSO web-site – www.hmso.gov.uk under 'Legislation', 'United Kingdom', then 'Statutory Instruments'

HEFCE-fundable: home and EC students eligible for HEFCE recurrent funding for teaching

2. Home and EC students are eligible for HEFCE recurrent funds for teaching (HEFCE-fundable) if they satisfy all of the following conditions:

a. They are on courses of recognised HE.

b. The course is open to any suitably qualified candidate.

c. The course is not being supported from any other EC public source. Where the fee plus income from a public source is insufficient to cover the HEFCE standard resource then a proportion of the students on the course can be returned as HEFCE-fundable. (See paragraph 4a.)

3. Where a student is not subject to the regulated fees and the fee is being paid by a source other than an EC public source, the eligibility for funding does not depend on the level of fee charged.

4. The following students are **not** eligible for HEFCE recurrent funding for teaching (recorded as HEFCE non-fundable):

a. Students on courses which would otherwise be HEFCE-fundable, but whose places are funded at the standard HEFCE rate, or higher, from another EC public source, for example, the TTA, Department of Health, NHS, or the Home Office. In some cases an EC public source may provide funding that is in addition to the mandatory or recommended fees, pro rata for part-time students, but the funding falls significantly short of the HEFCE standard rate for the student. In this case the total funds received in addition to the fees should be used to calculate the number of students which for funding purposes are assumed to be fully supported from other EC public sources, with the remaining students being eligible for HEFCE recurrent funding. A template is available on the HEFCE web-site under 'Questions', 'HEIFES frequently asked questions' to help determine fundability status in these cases.

b. Students on courses that are not funded through HEFCE recurrent funds for teaching, but whose funding has been separately agreed and notified by us. This includes courses where we distribute funds on behalf of other Government departments.

c. Students on ITT courses which lead to QTS; and all students holding QTS who are on an in-service education of teachers (INSET) course. This will include students transferring from courses funded by the TTA where funding has been provided for the whole year.

d. Students on pre-registration nursing or midwifery degrees and courses (including postgraduate courses) leading to a recognised professional qualification in dietetics, speech and language therapy, chiropody/podiatry or prosthetics and orthotics.

e. Students franchised to an institution that is not either:

- an HEI supported from public funds
- an FEC supported from public funds

except where specific approval has been given. Colleges must ensure that all franchises to any other organisation have been specifically approved by HEFCE before students are returned as HEFCE-fundable on HEIFES. Colleges should reapply if there is a material change in the arrangement.

f. Students on closed courses, i.e. courses which are restricted to certain groups of people and are not generally available to any suitably qualified candidate. For example, where a course is only open to employees of particular companies, that course is closed.

Examples of how to determine the number of students supported from other EC public funds

5. The public support should first be used to offset any shortfall between the fees charged and the assumed fees. Once this offset has taken place, any remaining public funding should be divided by the standard funding per student and rounded up to the nearest whole number to find how many students are non-fundable; the remainder are then fundable. The standard funding per student is calculated as the standard resource minus the assumed fee. Standard resource is explained later in this annex. Note that in the examples, the assumed fee per FTE for part-time students is £770.

6. These examples are also on the HEFCE web-site under 'Questions', 'HEIFES frequently asked questions', together with an Excel template, which will calculate the number of students who are non-fundable in individual cases.

Example 1

7. There are 10 full-time undergraduate students supported by £10,500 from a public source. The students are not charged a fee and there is no other income. The assumed fees are £1,050 per student, so the public money only covers the fees and all students are fundable.

Example 2

8. There are 10 full-time undergraduates, all in price group C. The fees for each year are £1,050 paid by the SLC, the student, or a mixture of the two. In addition, a public source puts in £1,000 per student. The assumed fees are fully met by the fees charged, so there is no offset. The standard funding per student is the standard resource (1.5 × £2,731 = £4,097) – assumed fee (£1,050) = £3,047. There is £10,000 additional public money (10 × £1,000). Therefore four students (£10,000 ÷ £3,047 = 3.3) are non-fundable, and the remaining six are fundable.

Example 3

9. There are 50 part-time undergraduate students, 0.5 FTE, in price group C who pay £100 a year tuition fee, and there is £30,000 from a public source. The assumed fee for each student is 0.5 × £770 = £385. There is £285 (£385 – £100) per student in tuition fees to make up using the public money, which uses 50 × £285 = £14,250. This leaves £15,750 of the public money. The standard funding per student is the standard resource ((0.5 × 1.5 + 0.5 × 5%) × £2,731 = £2,117) – assumed fee (£385) = £1,732. Therefore 10 students (£15,750 ÷ £1,732 = 9.1) are non-fundable, and 40 are fundable.

Example 4

10. As in example 3, but the fees are £500 a year, all paid by the student. Each student pays a tuition fee which is greater than the assumed fee, so there are no tuition fees to make up using the public money. There is £30,000 public money and the standard funding per student is £1,732. Therefore 18 students (£30,000 ÷ £1,732 = 17.3) are non-fundable, and 32 are fundable.

Example 5

11. There are 10 full-time postgraduate students entirely in price group C. The fees for the year are £3,000; a public body pays half of the fee and the student pays the other half. The assumed fees are £2,740, which leaves £260 (£3,000 – £2,740) of public money per student. The standard funding per student is the standard resource (1.5 × £2,731 = £4,097) – assumed fee (£2,740) = £1,357. There is £2,600 additional public money (10 × £260). Therefore two students (£2,600 ÷ £1,357 = 1.9) are non-fundable, and the remaining eight are fundable.

HEFCE-funded and independently-funded students

12. All fundable students should be recorded as HEFCE-funded unless the college receives enough resources from other sources (other than EU public sources), for the year of programme of study, to cover the HEFCE standard resource for their provision. In such cases the college may choose to record the student as independently-funded. Independently-funded students are not included in our resource calculations but may be subject to student number controls.

Example 1

13. There are 20 HEFCE-fundable full-time postgraduate students, in price group C. Each student pays £4,500 tuition fees. The standard resource is (1.5 × £2,731) = £4,097. Therefore the standard resource is fully covered by the fee paid by the student. In this case, the institution can choose to either record the students as HEFCE-funded or as independently-funded.

Example 2

14. There are 20 HEFCE-fundable part-time postgraduate students, 0.6 FTE, in price group B. Each student pays £3,000 tuition fees. The assumed fee for each student is 0.6 × £2,740 = £1,644, which leaves £1,356 per student. The standard funding per student is the standard resource ((0.6 × 2 + 0.6 × 5%) × £2,731) – assumed fee (£1,644) = £1,715. There is 20 × £1,356 = £27,120 remaining from the fees paid by the students. Therefore, the college can choose to return up to 15 students (£27,120 ÷ £1,715 = 15.8) as independently-funded with the remaining students returned as HEFCE-funded.

HEFCE non-fundable: home and EC students ineligible for recurrent funding for teaching

15. These are students who are entitled to pay a home fee but whose place is not considered eligible for recurrent funding for teaching as defined in paragraphs 2 to 4 above.

Calculation of standard resource

16. If a student attracts a premium under the HEFCE's teaching funding method, the standard resource should be increased to reflect this. We notified colleges of these premiums in Table F of their funding agreement. For the current year 2000-01, there are three student-related premiums (part-time, long courses and mature students) and two institution-related premiums (inner and outer London). The total weighted student FTE is the sum of the subject-weighted FTE and the additional FTE from all premiums. Examples of calculations are given in paragraphs 19 to 21 below.

Factor	Premium	Applied to
Part-time	5%	Unweighted FTE
Full-time mature	5%	Unweighted FTE
Long course	25%	Subject-weighted FTE
Inner London	8%	Subject-weighted FTE
Outer London	5%	Subject-weighted FTE

17. The subject weights are shown below.

Price group	Subject weight
B* (Laboratory-based science, engineering and technology)	1.5 or 2.0 (depending on the outcome of the engineering review)
C (Other high cost subjects with a studio, laboratory or fieldwork element)	1.5
D (All other subjects)	1.0
Psychology*	1.0 or 2.0
Media studies*	1.0, 1.5 or 2.0

*Proportions in each subject weight are notified in Table F of the funding agreement.

18. The 2000-01 standard resource for a student is calculated by multiplying the total weighted FTE by £2,731 – the base level of resource for price group D.

Example 1

19. The standard resource for a part-time student (0.4 FTE) in price group D is £1,147:

Part-time premium	0.4 × 5%	= 0.02
Subject weight	0.4 × 1.0	= 0.40
Resource		**= 0.42 × £2,731**
		= £1,147

Example 2

20. The standard resource for a part-time student (0.3 FTE) on a long course entirely in price group C is £1,577:

Part-time premium	0.3 × 5%	= 0.0150
Subject weight	0.3 × 1.5	= 0.4500
Long course premium	0.3 × 1.5 × 25%	= 0.1125
Resource		**= 0.5775 × £2,731**
		= £1,577

Example 3

21. The standard resource per FTE in price group B, where the subject weight is 1.5, for a student at a college receiving the inner London premium is £4,424:

Subject weight	1.0 × 1.5	= 1.50
Inner London premium	1.0 × 1.5 × 8%	= 0.12
Resource		**= 1.62 × £2,731**
		= £4,424

Other student factors could increase this standard resource.

Island and overseas students

22. All students who fall outside the definition of home and EC in paragraph 1 should be recorded as 'Island and overseas'. This will include students usually resident in the Channel Islands and Isle of Man.

Annex J

Level of study

Undergraduate

1. Undergraduates are students studying towards a first degree (including foundation degree), HND, HNC, DipHE or a CertEd.

2. Table 5 collects data on undergraduates who are aiming for a foundation degree or a qualification below degree level. Qualifications below degree level comprise HND, HNC, DipHE and CertEd. Where students have multiple qualification aims, they should be recorded against the lower aim. For example, a student registered for an HND and a degree should be recorded as below degree level.

Postgraduate

3. Postgraduate students are registered for courses where a normal condition of entry is that entrants are already qualified to degree level.

Annex K

Mode of study

1. The definition of full-time in HEIFES has not changed since last year, but note that the definition has changed for the purposes of awards and fees. See the Education (Student Support) Regulations 2000 (SI 2000 No. 1121), Regulation 5, 'Designated courses'.

Full-time and sandwich

2. Students are counted as full-time and sandwich if they meet the following criteria:

a. They are normally required to attend the college, or elsewhere, for periods amounting to at least 24 weeks within the year of programme of study; and during that time they are normally expected to undertake periods of study, tuition or work experience which amount to an average of at least 21 hours per week.

b. A full-time fee is chargeable for the course for the year, these include:

   i. £1,050 for undergraduates and students registered for a PGCE.

   ii. £520 for undergraduate students on international courses that are not ERASMUS or SOCRATES exchanges, where study at the college is for less than 10 weeks.

   iii. £0 (nil) for undergraduate students who are on full-year outgoing ERASMUS and SOCRATES exchanges.

   In some cases all or part of the fee may be waived.

3. The guided learning hours should not be used in isolation to determine how many hours each week a student spends studying. All guided learning hours count towards this total, but it is expected that HE students will spend a significant amount of time each week in self-led individual learning, and an estimate of this time should also be included.

4. This category includes all full-time, sandwich and language year abroad students, other than those falling within the definition of 'Full-time sandwich year-out' given below.

5. In general, all students on a given course with a broadly similar pattern of activity for a given year of programme of study, should be recorded as having the same mode.

Full-time sandwich year-out

6. A student is counted as sandwich year-out if their programme of study includes a period of work-based experience and they meet both the following criteria:

a. They are on a course that falls within the definition of sandwich in Schedule 5 of The Education (Student Support) Regulations 2000 (SI 2000 No. 1121). (This includes language year abroad courses where the year abroad is spent working.)

b. The fees for the year of programme of study are either those described in paragraphs (c) or (f) of Regulation 11 of the above regulations, or approximately half of the fees that would be charged if the student were full-time.

Part-time

7. A student is counted as part-time if the year of programme of study does not meet the requirements to be either full-time or full-time sandwich year-out.

8. In some cases a student's mode of study changes between years. For example, the mode of a student on a full-time 18-month course would change from full-time in year one to part-time in year two, where the second year does not have 24 weeks of study.

Annex L

Price groups

1. The HEFCE aims to fund similar activity at similar rates. For HEIs, the department, or departments, in which a student undertakes activity defines the cost of the activity. For example, this means that a student on a science degree who is taught by both the science and business studies departments would be funded at a composite rate somewhere between the science and business studies rates. The rate depends on the balance of activity in each department. Data at this level are not available for FECs. For FECs, we use the mapping between Superclass II subject codes, as used in the FEFC Qualifications Database, and price groups, shown below. This situation is still being reviewed.

2. A mapping from Superclass II code to price group, which includes a description of the subject of the Superclass II code, is available on the HEFCE web-site, under 'Questions', 'HEIFES frequently asked questions'.

3. Top level Superclass II subject codes occasionally contain subjects with different characteristics. Where this happens the current mapping between Superclass II and price groups may not be appropriate. In such cases, the student should be allocated to the most appropriate price group. This will never mean a student moves into a higher price group. In particular, some science and technology courses may not have a significant laboratory-based element, in which case they should not be assigned to price group B, but should be assigned to price group C or D as appropriate.

4. Some qualifications contain study in two distinct subject areas, for example, a Chemistry and Business course. In this case, the student should be split between the relevant price groups in proportion to the split between each subject.

5. Where the Superclass II code for a course cannot be identified on the FEFC Qualifications Database, colleges should contact the FEFC funding and statistics support desk in the first instance.

6. All price group B provision should be returned in price group B irrespective of whether the provision was part of the review of engineering. Any split between subject weights will be carried out in the funding model.

7. Media studies students should be recorded in the media studies price group only. The attribution of media studies students to price groups for funding purposes has been determined by a review panel, and any split between price groups for media studies provision will be carried out in the funding model.

8. Psychology students should be recorded in the psychology price group only. A review of the attribution of psychology students to price groups for funding purposes has already taken place. Any split between price groups for psychology provision will be carried out in the funding model.

Price group	Superclass II
B (Laboratory-based science, engineering and technology)	PB, PE, RA, RC – RF, RH, SA, SB, SK, TL, TM, XH – XL, XP – XR, XT, YC – YE
C (Other high cost subjects with a studio, laboratory or fieldwork element)	CA – CH, CY, DC, FK (excluding FK.343), J, L, M, NA – NH, PA, PC, PD, PF – PJ, PL – PQ, RB, RG, SC – SJ, SL – SP, TA – TK, W, XA – XF, XM, XN, XS, YA, YB
D (All other subjects)	A, B, CX, CZ, DA, DB, DD, DE, E, FB, FC, FJ, FK.343, FL, G, H, KA – KD, KH, NK – NN, Q, V, Z
Psychology	PK
Media studies	KE – KG
ITT (QTS)	Students on ITT courses leading to QTS
INSET (QTS)	Students who hold QTS on INSET courses

ITT and INSET students

9. Students on ITT courses leading to QTS should be entirely attributed to the ITT (QTS) price group, irrespective of the subject of qualification aim. Students on ITT courses that do not lead to QTS should be entirely attributed to price group C, irrespective of the subject of qualification aim.

10. INSET courses are defined as courses for which the primary (but not necessarily the only) purpose is to improve the effectiveness of teachers, lecturers or trainers. Students who hold QTS and are on INSET courses should be entirely attributed to the INSET(QTS) price group, irrespective of the subject of qualification aim. Students who do not hold QTS but are on INSET courses should be attributed to a price group according to the subject of qualification aim.

Annex M

Recognised courses of HE

1. For 2001-02, the HEFCE is only responsible for funding some HE qualifications in FECs, and it is these qualifications that are defined as 'recognised' in this document. Only students studying on recognised courses of HE should be included in the HEIFES2000 student population.

2. Within HEIFES2000, recognised courses of higher education are those leading to one of the qualifications listed below, and are awarded by a recognised body. Courses leading to the following qualifications are recognised:

- higher degrees, including PhD, MPhil, MSc, MA, MBA
- PGCE
- first degrees, including foundation degrees, BSc, BA, BEd
- HND
- DipHE
- HNC
- CertEd.

3. Recognised bodies are:

a. Any UK HEI with the power to award degrees.

b. EdExcel.

c. The Scottish Qualifications Agency.

4. There is a mapping between the recognised qualifications awarded by recognised bodies, and the FEFC Qualifications Database, in Annex N.

5. Professional or similar qualifications will not normally be recognised. However, in some cases these courses would be recognised, for example, where they also lead to one of the listed qualifications.

6. If colleges have a course that they believe should be recognised, and it is designated as HE in the FEFC Qualifications Database – that is, it is classified as 'higher' in the England specific window – but is not listed, they should contact us before including it in HEIFES2000. In particular, colleges should contact us where they believe they have qualifications that are equivalent to one of the qualifications listed above.

7. If colleges believe that a qualification has been incorrectly classified in the FEFC Qualifications Database, they should contact the FEFC funding and statistics support desk (tel 024 7686 3224).

Annex N

Links between the ISR20 and HEIFES2000 data

1. It is not possible to derive HEIFES data precisely from the FEFC ISR. We will use the July 2000-01 ISR20 to monitor data returned on HEIFES2000. The mapping in this annex is for information only, and details the methods we will adopt when comparing HEIFES2000 data with the ISR20 data supplied to the FEFC. If we discover large discrepancies, and colleges are unable to explain these differences, we may make retrospective adjustments to funding.

Selection of records

2. Our initial selection of records from the July 2000-01 ISR20 will be based on all students who have a recognised HE qualification aim as identified from the FEFC Qualifications Database. This is shown in more detail in the table in paragraph 20.

The HEIFES2000 student population

3. The following students will be excluded from the HEIFES2000 population:

Specifically excluded	SHE10 = 99 or SHE11 = 99 or SHE12 = 9
Incoming ERASMUS students	Q11 = 017 or Q12 = 017
Students not actively pursuing studies	Q18 < 1/8/00 or Q16 > 31/7/01

Students not generating countable years

Students on the first year of study of a non-standard academic year	SHE09 = 3
Withdrawals before 1 November – standard academic years	Q18 < 1/11/00 and SHE12 = 2 and SHE09 = 1
Withdrawals before 1 November – non-standard academic years	Q18 < 1/11/00 and Q18 < anniversary of Q16 and SHE12 = 2 and SHE09 = 3, 4, 5
Low FTE	SHE13 < 3

Classification of students

4. The mode of study will be determined by:

Full-time and sandwich	SHE10 = 01
Sandwich year-out	SHE10 = 02
Part-time	SHE10 = 03

5. The level of study will be determined by:

Undergraduate	SHE11 = 10, 11
Postgraduate	SHE11 = 20, 21, 30, 31

6. Undergraduates who are aiming for qualifications below degree level will be identified using the Qualifications Database (see the mapping in paragraph 18).

7. Students will be classified as on a long year of programme of study if SHE11 = 11, 21, 31.

8. Fundability and residential status will be determined by:

HEFCE-funded	Q10 = 2
Independently-funded	Q10 = 5
Island and overseas	Q10 ≠ 2, 5 and S07 ≠ EC country
Non-fundable	Any not included above

9. Students will be allocated to price groups based on information contained in the fields superclass1, superclass2 and superclass3 on the Qualifications Database. Each superclass field will be mapped to a price group according to the mapping in Annex L. The student will be assigned to the lowest price group obtained from the mapping. ITT (QTS) and INSET (QTS) students will be identified by Q10 = 9 and Q11 = 025.

Allocation to columns

10. Students will be treated as being on standard years of programme of study where SHE09 = 1. All other students will be treated as being on non-standard years of programme of study.

11. Students on standard years of programme of study will be counted on Q16 and its anniversary.

12. Students on non-standard years of programme of study will be counted on 1 August each year except where SHE09 = 3. Students will additionally be counted on the anniversary of Q16 where SHE09 = 5 and Q18 > anniversary of Q16 in the 2000-01 academic year.

13. Students are assigned to Column 2 if:

a. Standard academic year: Q16 > 01112000 and Q18 < 01082001, or

b. Non-standard academic year: SHE09 = 5 and Q18 < 01082001 and Q18 > anniversary of Q16 in the 2000-01 academic year.

14. Students will be classified as a non-completion where SHE12 = 2. Where this is the case, students will be included in Column 3 if Q18 > 01112000.

15. Student FTE, recorded in Column 4a of Table 3, will be taken as SHE13 where SHE09 ≠ 5. Where SHE09 = 5 the FTE will be taken to be SHE13 plus SHE13 from the year when the student started the course, that is where SHE09 = 3. Where it is not possible to obtain SHE13 from the year the student started, the value of SHE13 for similar students, with SHE09 = 3 in the current year, will be used.

16. For standard academic years, students will be classified as new entrants if QHE02 = 1. For non-standard academic years, students will be classified as new entrants where QHE02 = 2.

17. Franchised-out students will be identified by:

Franchised-out to an FEC	Q13 = 01, 29, 81
Franchised-out to an HEI	Q13 = 02
Franchised-out to other institution	Q13 = 03, 21, 22, 23, 24, 25, 26, 27, 28

Fee information

18. The level of student fees will be taken from either S14A and S14B, or Q07A and Q07B, whichever is used for the particular student. Where S14A or Q07A = W, the value of the fees will be divided by the number of years the course is expected to last in order to find the annual fees. The student is assumed to have been returned against one of the regulated fee levels if S14 or Q08 = 04, 08, 10, 13, 14, 15.

Recognised courses of HE

19. The Qualifications Database will be used to identify students on recognised courses of HE. The following table gives a mapping from the Qualifications Database to the courses listed in Annex M.

20. We may introduce a further identification criteria to ensure that the awarding body for non-HNC/D qualification is a UK HEIs with the power to award degrees. If this criteria is introduced we will provide additional guidance on it.

Identification of qualifications via the Qualifications Database			Identification of qualifications using the underlying data in the Qualifications Database located in the file qualif.dbf[1]		
Qualification	**England specific level**	**Awarding bodies**	**qual_type**	**eng_level**	**award_bod1 or award_bod2**
First degree:					
BA, BEng, BMus, BSc, First degree, BPhil, LLb, BPA, BEd	Higher	N/A	9000, 9107, 0394, 9002, E007, 1406, 1407, 1408, 1409	H	N/A
Higher degree:					
MHort, MA, MBA, MMus, MSc, Higher degree, PHd, MEd, DClin	Higher	N/A	9100, 2001, 9109, 0393, 9101, E008, 1411, 1410, 1412	H	N/A
DipHE:					
Diploma	Higher	N/A	0006	H	N/A
DipHE	Higher	N/A	9112	H	N/A
PGCE:					
PGCE	Higher	N/A	9103	H	N/A
HND:					
HND	Higher	The EdExcel Foundation	0032	H	EDEXCEL
		Scottish Qualifications Authority			SQA
HNC:					
HNC	Higher	The EdExcel Foundation	0031	H	EDEXCEL
		Scottish Qualifications Authority			SQA
CertEd:					
Teacher Certificate	Higher	N/A	0043	H	N/A
CertEd	Higher	N/A	9111	H	N/A
Foundation Degree:					
Foundation Degree	Higher	N/A	9110	H	N/A
Recognised HE courses not listed above	Higher	N/A	N/A	H	N/A

[1] The underlying data referred to in the above table can be found in the file qualif.dbf, which is usually located in the directory called 'FEFC' once the Qualifications Database is loaded.

N/A = not applicable

Annex O

Validation checks

1. A number of validation checks are built into the disk-based workbook. Validation cells above each column in each table in the workbook return **Validation: OK** if the data have passed validation. If data in a table fail validation, a message describing the error will be displayed below the table.

Tables 1, 2 and 3

2. For each column, the total for each level – excluding students in the ITT (QTS) and INSET (QTS) price groups – must be a whole number (except for Column 4a on Table 3).

3. For each column, the ITT (QTS) and INSET (QTS) cells, where present, must contain whole numbers (except for Column 4a on Table 3).

4. For all cells except cells in Column 3, the value ≥ 0.

5. For all cells, Column 3 ≤ 0.

6. For each row, Column 5 $\leq$ Columns 1 + 2.

7. For each row, Column 6 $\leq$ Column 1 ((a) + (b)) + Column 2 ((a) +(b)).

8. For Table 3 only – for each row, Column 4a $\leq$ Column 4.

9. For Table 3 only – for each row, Column 4a + Column 4 ≥ 0.03.

10. For all cells, the value entered must be to no more than three decimal places.

Table 4

11. For each column, the total for each level must be a whole number.

12. For each level, the totals should equal the totals in Tables 1, 2 and 3 as follows.

Table 4		Table 1
Column 1 (a)(i)	=	Column 1 (a) + (b)
Column 1 (a)(ii)	=	Column 1 (c)
Column 2 (a)(i)	=	Column 2 (a) + (b)
Column 2 (a)(ii)	=	Column 2 (c)
		Table 2
Column 1 (b)(i)	=	Column 1 (a) + (b)
Column 1 (b)(ii)	=	Column 1 (c)
Column 2 (b)(i)	=	Column 2 (a) + (b)
Column 2 (b)(ii)	=	Column 2 (c)
		Table 3
Column 1 (c)(i)	=	Column 1 (a) + (b)
Column 1 (c)(ii)	=	Column 1 (c)
Column 2 (c)(i)	=	Column 2 (a) + (b)
Column 2 (c)(ii)	=	Column 2 (c)

13. For all cells, the value entered must be to no more than three decimal places.

Table 5

14. For each column, the total for each qualification aim (excluding the INSET (QTS) price group) must be a whole number.

15. For each column, the cells in the INSET (QTS) price group must contain whole numbers.

16. For each column and price group, the total should be less than or equal to the totals for undergraduate level (standard length + long length) in Tables 1, 2 and 3 as follows:

Table 5		Table 1
Column 1(a) – (i), (ii), (iii), (iv)	≤	Column 1 – (a), (b), (c), (d)
Column 2(a) – (i), (ii), (iii), (iv)	≤	Column 2 – (a), (b), (c), (d)
		Table 2
Column 1(b) – (i), (ii), (iii), (iv)	≤	Column 1 – (a), (b), (c), (d)
Column 2(b) – (i), (ii), (iii), (iv)	≤	Column 2 – (a), (b), (c), (d)
		Table 3
Column 1(c) – (i), (ii), (iii), (iv)	≤	Column 1 – (a), (b), (c), (d)
Column 2(c) – (i), (ii), (iii), (iv)	≤	Column 2 – (a), (b), (c), (d)

(In the comparisons, the ITT (QTS) price group rows in Tables 1 and 3 are not included.)

17. For all cells, the value entered must be to no more than three decimal places.

Table 6

18. For each column, the total must be a whole number.

19. For each column, the total should be less than or equal to the total for undergraduate level (standard length + long length) in Tables 1 and 3 as follows:

Table 6		Table 1
Column 1(a) – (i), (ii), (iii), (iv)	≤	Column 1 – (a), (b), (c), (d)
Column 2(a) – (i), (ii), (iii), (iv)	≤	Column 2 – (a), (b), (c), (d)
		Table 3
Column 1(b) – (i), (ii), (iii), (iv)	≤	Column 1 – (a), (b), (c), (d)
Column 2(b) – (i), (ii), (iii), (iv)	≤	Column 2 – (a), (b), (c), (d)

20. For all cells, the value entered must be to no more than three decimal places.

Annex P

Workbook notes

1. We will send a computer disk with spreadsheet versions of the tables in Annex Q to colleges at the beginning of November 2000. We will virus check disks before dispatch.

2. On the disk will be an Excel workbook saved in Excel 5.0 called HEI___.xls, where the suffix identifies the college. The workbook will contain six worksheets, each with the same suffix as the workbook. These are as follows:

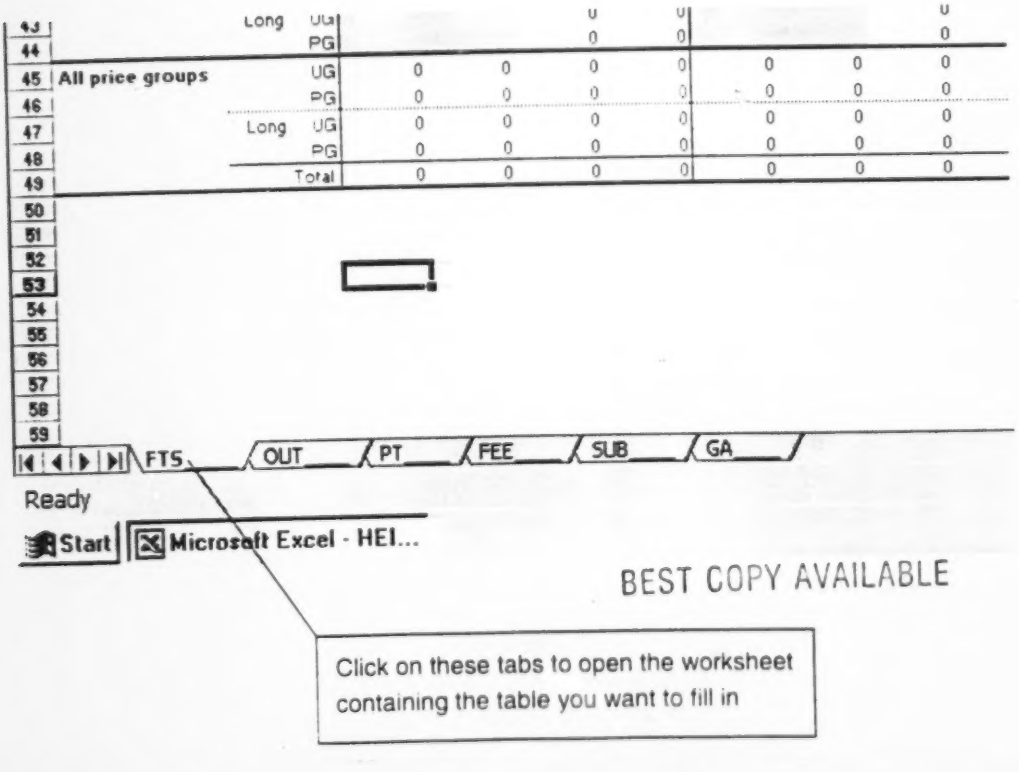
Name of worksheet	HEIFES2000 tables
FTS___	Full-time and sandwich data. Table 1.
OUT___	Sandwich year-out data. Table 2.
PT___	Part-time data. Table 3.
FEE___	Home and EC fees data. Table 4.
SUB___	Data on foundation degrees and qualifications below degree level. Table 5.
GA___	Data on Graduate Apprenticeships. Table 6.

3. We no not expect that all colleges will have data to return in all of the tables. If colleges have no data in a particular table, then the table should be left blank (as on the original disk) and returned with the completed tables. Do not delete any tables that are not relevant to the college.

4. Below is an example of how the worksheets are laid out in the workbook. Each table is contained in a separate worksheet which is accessed by clicking on the tab at the bottom of the screen. The name of the worksheet is displayed on the tab.

5. If the disk is corrupt or unreadable please contact Bridget Josselyn (tel 0117 931 7005, e-mail heifes@hefce.ac.uk) for assistance. Colleges are advised to make a back-up copy of the blank file before editing them.

6. All labels and table formats will be protected. Colleges must not attempt to alter the format of the worksheets by adding or deleting columns or rows. Only cells where data are required should be altered. Worksheets contain information critical to accurate loading of the data; it is essential that this is preserved.



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7. The following cells contain formulae:

- column totals on all tables
- totals by level on Tables 1, 2, 3 and 4
- totals by qualification aim on Table 5
- Column 4 on Tables 1, 2 and 3

these cells are protected and must not be edited.

8. Each worksheet contains a number of validation checks; these are listed in Annex O. Colleges should ensure that their data pass all validation checks before returning them.

9. All worksheets returned should have the same name and format as those originally supplied. All worksheets in the workbook on the original disk should be returned even if they contain no data.

10. Disks should be virus checked before being returned to us. Colleges should take a back-up copy before returning the disk, in case data are corrupted in transit.

11. We will confirm receipt of any e-mail submissions.

12. Colleges should note that from next year onwards (HEIFES2001), the Excel workbook containing the HEIFES tables will be saved in Excel 97 and not Excel 5.0. This will improve validation and enable us to build in new features.

Annex Q

Sample tables

Higher Education in Further Education: Student Survey 2000-01

Institution:
Code:
Mode: Full-time and sandwich
Table 1: Student counts

HEFCE 00/42

Price group	Length	Level	1 Number of students countable between 1 August 2000 and 1 November 2000 inclusive: Home & EC Fundable HEFCE-funded (a)	Ind.-funded (b)	Non-fundable (c)	Island o'seas (d)	2 Number of students expected to become countable between 2 November 2000 and 31 July 2001 inclusive: Home & EC Fundable HEFCE-funded (a)	Ind.-funded (b)	Non-fundable (c)	Island o'seas (d)	3 Number of students who will fail to complete (negative values): Home & EC Fundable HEFCE-funded (a)	Ind.-funded (b)	Non-fundable (c)	Island o'seas (d)	4 Estimated total completions for the academic year 2000-01 columns 1+2+3: Home & EC Fundable HEFCE-funded (a)	Ind.-funded (b)	Non-fundable (c)	Island o'seas (d)	5 Number of new entrants included in columns 1 & 2: Home & EC Fundable HEFCE-funded (a)	Ind.-funded (b)	Non-fundable (c)	Island o'seas (d)	6 Students wholly or partially franchised-out included in columns 1 & 2: Home & EC fundable (a) Wholly franchised-out to: FECs (i)	HEIs (ii)	Other inst. (iii)	(b) Partially franchised-out to: FECs (i)	HEIs (ii)	Other inst. (iii)
Price group B (Laboratory based science, engineering and technology)	Long	UG	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		PG	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		UG	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		PG	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Price group C (Other high cost subjects with a studio, laboratory or fieldwork element)		UG	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		PG	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Long	UG	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		PG	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Price group D (All other subjects)		UG	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		PG	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Long	UG	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		PG	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Psychology		UG	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		PG	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Long	UG	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		PG	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Media studies		UG	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		PG	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Long	UG	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		PG	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ITT(QTS)		UG			0	0			0	0			0	0			0	0			0	0								
		PG			0	0			0	0			0	0			0	0			0	0								
	Long	UG			0	0			0	0			0	0			0	0			0	0								
		PG			0	0			0	0			0	0			0	0			0	0								
HSET(QTS)		UG			0	0			0	0			0	0			0	0			0	0								
		PG			0	0			0	0			0	0			0	0			0	0								
	Long	UG			0	0			0	0			0	0			0	0			0	0								
		PG			0	0			0	0			0	0			0	0			0	0								
All price groups		UG	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		PG	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Long	UG	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		PG	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

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Higher Education in Further Education: Student Survey 2000-01

Institution:
Code:
Mode: Sandwich year-out
Table 2: Student counts

		1 Number of students countable between 1 August 2000 and 1 November 2000 inclusive				2 Number of students expected to become countable between 2 November 2000 and 31 July 2001 inclusive				3 Number of students who will fail to complete (negative values)				4 Estimated total completions for the academic year 2000-01 columns 1+2+3				5 Number of new entrants included in columns 1 & 2				6 Students wholly or partially franchised-out included in columns 1 & 2						
		Home & EC Fundable				Home & EC Fundable				Home & EC Fundable				Home & EC Fundable				Home & EC Fundable				Home & EC fundable (a) Wholly franchised-out to			(b) Partially franchised-out to		
Price group	Level	HEFCE-funded (a)	Ind.-funded (b)	Non-fundable (c)	Islands seas (d)	HEFCE-funded (a)	Ind.-funded (b)	Non-fundable (c)	Islands seas (d)	HEFCE-funded (a)	Ind.-funded (b)	Non-fundable (c)	Islands seas (d)	HEFCE-funded (a)	Ind.-funded (b)	Non-fundable (c)	Islands seas (d)	HEFCE-funded (a)	Ind.-funded (b)	Non-fundable (c)	Islands seas (d)	FECs (i)	HEIs (ii)	Other inst (iii)	FECs (i)	HEIs (ii)	Other inst (iii)
Price group B (Laboratory based science, engineering and technology)	UG	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	PG	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Price group C (Subjects with a studio, lab or fieldwork element)	UG	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	PG	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Price group D (All other subjects)	UG	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	PG	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Psychology	UG	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	PG	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Media studies	UG	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	PG	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
INSET(QTS)	UG			0	0			0	0			0	0			0	0			0	0						
	PG			0	0			0	0			0	0			0	0			0	0						
All price groups	UG	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	PG	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

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Higher Education in Further Education: Student Survey 2000-01

Institution:
Code:
Mode: Part-time
Table 3: Student counts and load

HEFCE 00/42

			1 Number of students countable between 1 August 2000 and 1 November 2000 inclusive				2 Number of students expected to become countable between 2 November 2000 and 31 July 2001 inclusive				3 Number of students who will fail to complete (negative values)				4 Estimated total completions for the academic year 2000-01 columns 1+2+3				4a Assumed FTE included within column 4 for the academic year 2000-2001				5 Number of new entrants included in columns 1 & 2				6 Students wholly or partially franchised-out included in columns 1 & 2					
			Home & EC Fundable				Home & EC Fundable				Home & EC Fundable				Home & EC Fundable				Home & EC Fundable				Home & EC Fundable				Home & EC fundable (a) Wholly franchised-out to			(b) Partially franchised-out to		
Price group	Length	Level	HEFCE-funded (a)	Ind.-funded (b)	Non-fundable (c)	Islands/ overseas (d)	HEFCE-funded (a)	Ind.-funded (b)	Non-fundable (c)	Islands/ overseas (d)	HEFCE-funded (a)	Ind.-funded (b)	Non-fundable (c)	Islands/ overseas (d)	HEFCE-funded (a)	Ind.-funded (b)	Non-fundable (c)	Islands/ overseas (d)	HEFCE-funded (a)	Ind.-funded (b)	Non-fundable (c)	Islands/ overseas (d)	HEFCE-funded (a)	Ind.-funded (b)	Non-fundable (c)	Islands/ overseas (d)	FECs (i)	HEIs (e)	Other inst (f)	FECs (j)	HEIs (g)	Other inst (h)
Price group B (Laboratory based science, engineering and technology)		UG	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		PG	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Long	UG	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		PG	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Price group C (Other high cost subjects with a studio, laboratory or fieldwork element)		UG	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		PG	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Long	UG	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		PG	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Price group D (All other subjects)		UG	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		PG	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Long	UG	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		PG	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Psychology		UG	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		PG	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Long	UG	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		PG	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Media studies		UG	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		PG	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Long	UG	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		PG	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
(TTI/QTS)		UG			0	0			0	0			0	0			0	0			0	0			0	0						
		PG			0	0			0	0			0	0			0	0			0	0			0	0						
	Long	UG			0	0			0	0			0	0			0	0			0	0			0	0						
		PG			0	0			0	0			0	0			0	0			0	0			0	0						
(INSET/QTS)		UG			0	0			0	0			0	0			0	0			0	0			0	0						
		PG			0	0			0	0			0	0			0	0			0	0			0	0						
	Long	UG			0	0			0	0			0	0			0	0			0	0			0	0						
		PG			0	0			0	0			0	0			0	0			0	0			0	0						
All price groups		UG	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		PG	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Long	UG	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		PG	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Total		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Higher Education in Further Education: Student Survey 2000-01

Institution:
Code:
Mode: All
Table 4: Home and EC fees (for students counts included in Columns 1 and 2 of Tables 1, 2 and 3)

			1 Numbers of home and EC countable students between 1 August 2000 and 1 November 2000 inclusive						2 Numbers of home and EC students expected to be countable between 2 November 2000 and 31 July 2001 inclusive					
			(a) Full-time and sandwich		(b) Sandwich year-out		(c) Part-time		(a) Full-time and sandwich		(b) Sandwich year-out		(c) Part-time	
Price group(s)	Level	Fee level	HEFCE-fundable (i)	non-fundable (ii)	HEFCE-fundable (i)	non-fundable (ii)	HEFCE-fundable (i)	non-fundable (ii)	HEFCE-fundable (i)	non-fundable (ii)	HEFCE-fundable (i)	non-fundable (ii)	HEFCE-fundable (i)	non-fundable (ii)
B, C, D, Psychology, Media studies, INSET(QTS)	UG	Regulated £1,050	0	0			0	0	0	0			0	0
		Regulated £520	0	0	0	0	0	0	0	0	0	0	0	0
		Regulated £0	0	0					0	0				
		NHS bursaried courses	0	0	0	0	0	0	0	0	0	0	0	0
		Non-regulated	0	0	0	0	0	0	0	0	0	0	0	0
	PG	Regulated £1,050	0	0			0	0	0	0			0	0
		Regulated £520	0	0	0	0	0	0	0	0	0	0	0	0
		NHS bursaried courses	0	0	0	0	0	0	0	0	0	0	0	0
		Non-regulated (incl. £2,740)	0	0	0	0	0	0	0	0	0	0	0	0
ITT(QTS)	UG	Regulated £1,050		0						0				
		Regulated £520		0				0		0				0
		Regulated £0		0						0				
		Non-regulated		0				0		0				0
	PG	Regulated £1,050		0						0				
		Regulated £520		0				0		0				0
		Non-regulated (incl. £2,740)		0				0		0				0
All price groups	UG		0	0	0	0	0	0	0	0	0	0	0	0
	PG		0	0	0	0	0	0	0	0	0	0	0	0
	Total		0	0	0	0	0	0	0	0	0	0	0	0

42 HEFCE 00/42

Higher Education in Further Education: Student Survey 2000-01

Institution:
Code:
Mode: All

Table 5: Student counts for provision leading to foundation degrees or qualifications below degree level (included in the undergraduate row of Columns 1 and 2 of Tables 1, 2 and 3)

		1 Number of students countable between 1 August 2000 and 1 November 2000 inclusive												2 Number of students expected to become countable between 2 November 2000 and 31 July 2001 inclusive											
		(a) Full-time and sandwich				(b) Sandwich year-out				(c) Part-time				(a) Full-time and sandwich				(b) Sandwich year-out				(c) Part-time			
		Home & EC Fundable				Home & EC Fundable				Home & EC Fundable				Home & EC Fundable				Home & EC Fundable				Home & EC Fundable			
Price group	Qualification aim	HEFCE-funded (i)	Ind.-funded (ii)	Non-fundable (iii)	Island o'seas (iv)	HEFCE-funded (i)	Ind.-funded (ii)	Non-fundable (iii)	Island o'seas (iv)	HEFCE-funded (i)	Ind.-funded (ii)	Non-fundable (iii)	Island o'seas (iv)	HEFCE-funded (i)	Ind.-funded (ii)	Non-fundable (iii)	Island o'seas (iv)	HEFCE-funded (i)	Ind.-funded (ii)	Non-fundable (iii)	Island o'seas (iv)	HEFCE-funded (i)	Ind.-funded (ii)	Non-fundable (iii)	Island o'seas (iv)
Price group B (Laboratory based science, engineering and technology)	HNC	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	HND	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Foundation degree	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Price group C (Other high cost subjects with a studio, laboratory or fieldwork element)	HNC	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	HND	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Foundation degree	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Price group D (All other subjects)	HNC	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	HND	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Foundation degree	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Psychology	HNC	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	HND	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Foundation degree	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Media studies	HNC	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	HND	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Foundation degree	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
INSET(QTS)	HNC			0	0			0	0			0	0			0	0			0	0			0	0
	HND			0	0			0	0			0	0			0	0			0	0			0	0
	Foundation degree			0	0			0	0			0	0			0	0			0	0			0	0
	Other			0	0			0	0			0	0			0	0			0	0			0	0
All price groups	HNC	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	HND	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Foundation degree	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Higher Education in Further Education: Student Survey 2000-01

Institution:
Code:
Mode: All
Table 6: Student counts for Graduate Apprenticeships (included in Columns 1 and 2 of Table 3)

			1 Number of students countable between 1 August 2000 and 1 November 2000 inclusive				2 Number of students expected to become countable between 2 November 2000 and 31 July 2001 inclusive			
			Part-time				Part-time			
			Home & EC				Home & EC			
			Fundable				Fundable			
Price group	Programme	Level	HEFCE-funded (i)	Ind.-funded (ii)	Non-fundable (iii)	Island o'seas (iv)	HEFCE-funded (i)	Ind.-funded (ii)	Non-fundable (iii)	Island o'seas (iv)
Price group B (Laboratory based science, engineering and technology)	Graduate Apprenticeship	UG	0	0	0	0	0	0	0	0
		PG	0	0	0	0	0	0	0	0
Price group C (Other high cost subjects with a studio, laboratory or fieldwork element)	Graduate Apprenticeship	UG	0	0	0	0	0	0	0	0
		PG	0	0	0	0	0	0	0	0
Price group D (All other subjects)	Graduate Apprenticeship	UG	0	0	0	0	0	0	0	0
		PG	0	0	0	0	0	0	0	0
Psychology	Graduate Apprenticeship	UG	0	0	0	0	0	0	0	0
		PG	0	0	0	0	0	0	0	0
Media studies	Graduate Apprenticeship	UG	0	0	0	0	0	0	0	0
		PG	0	0	0	0	0	0	0	0
All price groups	Graduate Apprenticeship	UG	0	0	0	0	0	0	0	0
		PG	0	0	0	0	0	0	0	0

HEFCE 00/42

Annex R

HEIFES2000 checklist

1. This annex is a summary of the HEIFES guidance and should be used in conjunction with the other annexes.

Which students are in the HEIFES population?

2. A definition of the HEIFES population is in Annex E. The population includes students who meet all of the following criteria:

a. They are actively pursuing studies with the college for at least part of the academic year 2000-01. This includes outgoing exchange students.

b. They are studying towards a recognised HE qualification aim.

c. They have an individual record returned on the FEFC ISR.

d. They are not being returned on any other institution's HEIFES or HESES return.

3. Students spending most of their time for the whole course outside the UK should not generally be included in the population.

Are they countable on this year's HEIFES?

4. A student within the HEIFES2000 student population must meet the following criteria to be counted:

a. A tuition fee is charged (the fee may be waived).

b. The FTE for the year of programme of study is at least 3 per cent.

c. The student is not writing up for the whole of the year.

5. Students on standard academic years are counted at the start of each year of programme of study. Students on non-standard academic years are counted on 1 August of each academic year in which they have activity except the first. See Annex F.

What is their fundability status?

6. Home and EC students are counted as HEFCE-fundable if they are on recognised courses of HE, the course is open to any suitably qualified candidate, and the course is not being supported by any other EC public source. Students not eligible for HEFCE funds include: ITT (QTS) students; INSET students who hold QTS; students funded by the Department of Health; and students franchised to institutions other than HEIs and FECs, unless approval has been given.

7. Where a course attracts funds from another EC public source and the fee plus the income from the public source is insufficient to cover the HEFCE standard resource, then a proportion of the students on the course can be returned as HEFCE-fundable, the rest as non-fundable. Examples of such funding are TEC funding, ESF funding, funding from the New Deal, Modern Apprenticeships and the NHS. There are examples in Annex I and there is an Excel template on the HEFCE web-site, under 'Questions', 'HEIFES frequently asked questions', which can be used to calculate how many students on such courses are HEFCE-fundable.

8. Independently-funded students are HEFCE-fundable students for whom the college receives sufficient non-public funding to cover the HEFCE standard resource. We would not expect to see many independently-funded students returned on HEIFES.

9. Island and overseas students are students from the Channel Islands, Isle of Man or outside the EC.

Is the qualification aim a recognised HE qualification?

10. Recognised HE qualifications comprise HNCs, HNDs, DipHEs, first degrees (including foundation degrees), higher degrees, PGCEs and CertEds, where they are awarded by a recognised body. Not included are professional qualifications such as Certificates in Higher Education and Certificates of Management, and NVQs. See Annex M.

What is considered a non-completion?

11. Non-completions are students who do not attend the final exam or assessment for the year of programme of study (not for the whole course). Academic failures are not counted as non-completions.

How are students classified into mode?

12. Students are classified into either full-time and sandwich, sandwich year-out or part-time according to the definitions in Annex K. Students following the same course with the same pattern of activity should generally be returned with the same mode.

- Full-time and sandwich students will usually be on a course where they are required to attend for at least 24 weeks, 21 hours a week for the year of programme of study, and a full-time fee is chargeable for the course (even if it is waived).
- Sandwich year-out students are those on sandwich courses as defined in Schedule 5 of the Education (Student Support) Regulations 2000 (SI 2000 No. 1121), who are on their year-out.
- Part-time students are all other students. Note this includes HNC students who are expected to complete in one year, but whose course is not subject to regulated fees.

How are students classified into level?

13. Undergraduates are students studying for a first degree (including foundation degree), HNC, HND, DipHE or CertEd. Provision below degree level comprises HNC, HND, DipHE and CertEd. Postgraduate qualifications (including higher degrees and PGCEs) are those where the normal condition of entry is a qualification at degree level.

Which price group should the student be returned under?

14. The price group a student is returned under depends on the Superclass II code of the course they are on. Superclass II codes can be found on the FEFC Qualifications Database. The mapping in Annex L between Superclass II code and price group should be used to find the price group a student is returned under. If there is no Superclass II code for a particular course or you think the wrong Superclass II code has been assigned to the course, the FEFC funding and statistics support desk should be contacted in the first instance.

How should fees be returned on Table 4, the fee table?

15. Generally, full-time undergraduates (including those aiming for a qualification below degree level) and PGCEs are subject to the regulated £1,050 fee, and part-time ITT students, sandwich year-out students and language year abroad students are subject to the regulated £520 fee. Only full-year outgoing exchange students on ERASMUS and SOCRATES exchanges should be returned with a regulated fee of £0. Most postgraduates and part-time students are not subject to regulated fees and should be returned with a fee level of 'Non-regulated', regardless of what they actually pay. See Annex D, paragraphs 10 to 15.

How is the FTE calculated for part-time students?

16. The FTE should be calculated as shown in the FTE table in Annex G. If there is not a direct equivalent then the FTE should be calculated by comparing the amount of time spent studying on the part-time course to an equivalent full-time course. For example, if an HND is studied over four years part-time and the usual full-time HND is studied over two years, then the FTE of the part-time student is 0.5 in each year of programme of study (a total FTE of 2 for the whole course, the same as the full-time course).

Which tables should be completed?

17. All full-time students should be returned on Table 1, the full-time table, whatever level they are studying at. Students studying for qualifications below degree level should be included in the undergraduate row. Similarly, all sandwich year-out and all part-time students should be returned on Tables 2 and 3 respectively.

18. All home and EC students returned in Columns 1 and 2 of Tables 1, 2 and 3 should also be returned on the fee table, Table 4, even if every student is recorded as having a fee level of 'Non-regulated'.

19. Table 5 should be completed if the college has students studying for foundation degrees or qualifications below degree level and should contain a subset of the undergraduate students returned in Columns 1 and 2 of Tables 1, 2 and 3.

20. Table 6 should be completed if the college has students studying as part of a GA (see Annex C, paragraphs 8 to 10) and should contain a subset of the students returned in Columns 1 and 2 of Table 3.

Which columns should be completed?

Tables 1, 2 and 3

21. Students who follow standard academic years should normally be returned in Column 1. Where it is known that a student will start their course late (after 1 November) but that the student intends to catch up with the rest of the students on the course which follows a standard academic year, the student should also be included in Column 1. Students who are on courses which start after 1 November but the year of programme of study for the course finishes before the end of the academic year should be returned in Column 2.

22. Students who follow non-standard academic years should also be returned in Column 1. They will however be counted on 1 August in each academic year in which they have activity except the first. For example, if a student starts a two-year course in December 1999, they will be counted at 1 August 2000 (on HEIFES2000) and at 1 August 2001 (on HEIFES2001), they will not have been counted on HEIFES99. They are counted twice, once for each year of programme of study. We would not usually expect to see any students following non-standard academic years returned in Column 2. See Annex F for further explanation.

23. An estimate of students who are studying on 1 November but who are unlikely to complete the year of programme of study should be returned in Column 3. The estimate should usually be based on past experience of non-completions. Negative numbers should be returned in this column.

24. Column 4 is calculated in the tables and is the sum of Columns 1, 2 and 3.

25. On the part-time table, Table 3, only, the FTE of the students in Column 4 should be returned in Column 4a. For example, if there are 10 students in Column 4, 5 who have an FTE of 0.5 and 5 who have an FTE of 0.3 then $(5 \times 0.5 + 5 \times 0.3) = 4$ should be returned in Column 4a.

26. New entrants (a subset of the students returned in Columns 1 and 2) should be returned in Column 5. A definition of new entrants is in Annex F, paragraph 16.

27. The numbers of students franchised-out from the college, either wholly franchised-out or partially franchised-out, should be returned in Column 6. Again, the data in this column is a subset of the data in Columns 1 and 2.

Tables 4, 5 and 6

28. Home and EC students who have been returned in Columns 1 and 2 of Tables 1, 2 and 3 should also be returned in Columns 1 and 2, respectively, of Table 4, under the appropriate mode of study.

29. Students studying for foundation degrees or qualifications below degree level who have been

returned in Columns 1 and 2 of Tables 1, 2 and 3 should also be returned in Columns 1 and 2, respectively, of Table 5, under the appropriate mode of study.

30. Students studying for a recognised HE qualification aim as part of a GA who have been returned in Columns 1 and 2 of Table 3 should also be returned in Columns 1 and 2, respectively, of Table 6, again under the appropriate mode of study.

31. See HEIFES frequently asked questions on the HEFCE web-site for examples of completed HEIFES tables.

When the tables have been completed

32. Each worksheet contains a number of validation checks. If an error or inconsistency is detected in a worksheet once it has been completed, a message reading **Validation: Failure (see below table)** will appear above the column in the table in which there is a validation failure. Below the table, the error will be described in more detail and will point to the cell or total which is causing the data to fail validation. These errors should be corrected before submitting the tables to HEFCE. If the error cannot be identified, colleges should e-mail heifes@hefce.ac.uk. The validation checks are described in more detail in Annex O.

Annex S

Glossary

Attendance	A student is considered to be attending the college whenever they undertake periods of study, tuition or work experience as part of the programme of study.
Base level of resource	For 2000-01, this is £2,731. Also known as base price.
ERASMUS	European Community action scheme for the mobility of university students.
FEFC	Further Education Funding Council.
Foundation degree	A two-year full-time, or the part-time equivalent, HE course which the college has marketed as a 'foundation degree'.
Franchised-out	Any student who enrols at one institution and pays them a fee for tuition or supervision of research, but undertakes all or part of their study at another institution, is considered to be franchised-out by the institution collecting the fee. See also Annex E.
FTE	Full-time equivalent.
Graduate Apprenticeship	A framework which integrates study for recognised HE qualifications with structured work-based learning. See Annex C paragraphs 8 to 10.
HEIFES student population	HEIFES records counts of students aiming for recognised HE qualifications. These students are called the HEIFES student population. See also Annex E.
HMSO	Her Majesty's Stationary Office.
INSET	In-service education of teachers.
ISR	The FEFC individualised student record.
ITT	Initial teacher training.
MaSN	Maximum student number. This is defined in the report 'Recurrent grants for 2000-01' (HEFCE 00/12).
NHS bursaried course	Pre-registration course for which an NHS bursary may be payable.
PGCE	Postgraduate certificate in education.

Postgraduates	Students on courses where a normal condition of entry is that entrants are already qualified to degree level. See also Annex J.
QTS	Qualified teacher status.
Recognised courses of HE	See Annex M.
Regulated fees	Fees as defined in the Education (Student Support) Regulations 2000 (SI 2000 No. 1121). See Annex D.
SAAS	Student Awards Agency for Scotland.
SLC	Student Loans Company.
SOCRATES	European Commission action programme in the sphere of school and higher education.
Standard resource	Standard resource is used for funding purposes, it is calculated by multiplying the weighted FTE by the base price. See Annex I.
TTA	Teacher Training Agency.
Undergraduates	Students studying towards a first degree (including foundation degree), HND, HNC, DipHE or a CertEd. See also Annex J.
Year of programme of study	Students study towards qualification aims over a period, which can be split into one or more years of programme of study. See also Annex F.

Annex T

HEIFES index (paragraph of main document, Annex and paragraph of Annexes)

Note that some words or phrases will also have been defined in the glossary.

A

Assumed fee (I5)

Audit (I8, I9, A9, A22, A23, D3, G1)

B

Base level of resource (I18)

C

Collaborative arrangements (E4-E11)

Column 1 (A7, A8, A15, A21, D2, D10, D16, D18, D20, F11, R18, R19, R20, R21, R22, R28-R30)

Column 2 (A7, A8, A9, A11, A14, D3, D10, D17, D19, D21, F11, N13, R18-R22, R28-R30)

Column 3 (A7, D4, N14, R23)

Column 4 (A7, A8, A21, D5, D6, P7, R24, R25)

Column 4a (A7, A8, A21, D1, D6, N15, R25)

Column 5 (D7, R26)

Column 6 (B2, D8, R27)

Counting student activity (F1-F16)

D

Department of Health (A5, I4, R6)

Disk (6, 12-15, A24, O1, P1-P3, P5, P9, P10)

Distance learners outside the UK (E3)

E

EC public source (A5, I2-I11, R6, R7)

EC students (see Home and EC students)

Education (Student Support) Regulations (B1, D11, D12, D14, I1, K1, K6, R12)

Eligibility for HEFCE funding (I1-I4)

E-mail submission (15, P11)

Engineering review (I17)

ERASMUS (D10, D11, K2, N3, R15)

ESF funding (A5, R7)

Exchange students – incoming (E3)

Exchange students – outgoing (D10, D11, E2, K2, R2, R15)

F

Fee levels (A9, A17, B3, B4, C3, D10, D12, I3, K2, K6, N18, R15)

Fee-remission for GA students (B6, C9, C10)

FEFC (A14, A18, A22, L5, M7, R14)

FEFC ISR (see also ISR-HEIFES links) (3, 11, 19, A12, A22, A27, E2, E3, E11, N1, R2)

FEFC Qualifications Database (A18, L1, L5, M4, M6, M7, N2, N20, R14)

Final assessment (F15, R11)

Foundation degree (A14, B5, C4, C6, G2, J1, J2, M2, N20, R10, R13, R15, R19, R29)

Foundation year (F16)

Franchised (A5, B2, D8, D9, E3-E11, I4, N17, R6, R27)

Frequently asked questions (12, I4, I6, L2, R7, R31)

FTE (full-time equivalent) (A7-A9, A21, D1, D6, F5, F6, F9, G1-G8, H3, H7, I5, I16, I18, N3, N15, R4, R16, R25)

Full-time (B1, B3, B7, C3, D11, D15, G1, H1, H7, I16, K1-K5, N4, R12, R15, R17)

Full-time and sandwich (see full-time)

Full-time sandwich year-out (see sandwich year-out)

Fundable (see HEFCE-fundable)

Funding agreement (A2, A24, I16, I17)

Funding conditional on delivery of growth (A8)

G

GA (Graduate Apprenticeship) (B6, C7-C11, R20, R30)

H

HEFCE-fundable (A3, A6, A8, D8, I2, R6-R8)

HEFCE-funded (A3, A8, I12, N8)

HEFCE non-fundable (A3, A5, I4-I6, I15, N8, R7)

HEFCE web-site (12, A2, A26, I4, I6, L2, R7, R31)

HMSO web-site (D11, I1)

Holdback (A24, A26, B7)

Home Office (I4)

Home and EC students (A3, A5, A8, A6, A10, A17, B7, C2, D8, D10, D16, D17, I1, I2, I15, R6, R18, R28)

I

Independently-funded (A3, A6, I12, N8, R8)

Ineligible for HEFCE funding (see HEFCE non-fundable)

INSET students (I4, L1, L10, N9, R6)

Institution-related premiums (I16)

Island and overseas students (10, A3, A4, I22, N8, R9)

ISR (see FEFC ISR)

ISR-HEIFES links (N1-N20)

ITT students (D11, E3, I4, L1, L9, N9, R6, R15)

L

Language year abroad (E3, E4, K4, K6, R15)

Level of study (J1-J3, N5, R13, R17)

Long years of programme of study (H1-H8, I16, N7)

M

MaSN (A5, A6, A8, A26, B7)

Mature students (11, I16)

Media studies (A19, I17, L1, L7)

Mode of study (A10, A17, C1, C2, C4, D16-D19, K1-K8, N4, R12, R28-R30)

N

New entrants (D7, F16, N16, R26)

NHS bursaried courses (B4, D10, D11)

NHS funding (I4, R7)

Non-completions (18, A7, D2, D4, F13-F15, N14, R11, R23)

Non-fundable (see HEFCE non-fundable)

Non-regulated fees (A17, D12, D14, R15, R18)

Non-standard academic years (A11, D3, F2, F3, F8, F9-F12, N3, N10, N12, N13, N16, R5, R22)

NVQ (C9, E3, R10)

O

Overseas students (see Island and overseas students)

P

Part-time (A7, A9, A16, A21, B[illegible], B7, C6, C9, C10, D11, D13-D15, G1-G4, H3, H7, I5, I16, K7, K8, N4, R12, R15-R17, R25)

PGCE (A14, D11, D13, D15, K2, M2, N20, R10, R13, R15)

Postgraduate (B7, D15, H5, I4, J3, N5, R13, R15)

Premiums (see institution-related premiums and student-related premiums)

Pre-registration courses (B4, D10, D11, I4)

Price group (A9, A18-A20, B8, I17, I18, L1-L10, N9, R14)

Price group B subject weight (see engineering review)

Professional qualifications (I4, M5, R10)

Psychology (A20, I17, L1, L8)

Q

QTS (see ITT, INSET)

Qualifications Database (see FEFC Qualifications Database)

R

Recognised HE qualifications (1, 3, 7, C7-C10, E1-E3, F4, F16, G2, I2, M1-M7, N2, N19, N20, R2, R6, R10, R30)

Recurrent funds for teaching (I2, I4, I15)

Regulated fees (see also fee levels) (A10, B7, A16, A17, D10-D15, I3, K2, K6, N18, R12, R15)

Residential and fundability status (A3, I1-I22, N8)

Return date (6, 16)

S

Sandwich year-out (D11, K6, N4, R12, R15, R17)

SCITT (E3)

SOCRATES (see ERASMUS)

Standard academic years (A14, A15, F2, F6, F8, F15, N3, N10, N11, N13, N16, R5, R21)

Standard funding (I5)

Standard length (H1, H7)

Standard rate (I4)

Standard resource (A2, A5, A6, I2, I5, I12, I16, I18, R7, R8)

Student load (3, A21, H7)

Student population (E1-E11, F5, M1, N3, R2-R4)

Student Support Regulations (see Education (Student Support) Regulations)

Student-related premiums (I1, I16)

Subject weight (I17, L6)

Superclass II code (A18-A20, B8, L1-L3, L5, N9, R14)

Support from other EC public source (see EC public source)

T

Table 1 (see Tables 1, 2 and 3)

Table 2 (see Tables 1, 2 and 3)

Table 3 (see also Tables 1, 2 and 3) (A21, B6, C7, D1, D6, D20, D21, N15, R20, R25, R30)

Table 4 (A9, A10, A16, B3, B4, C2, D10, D17, P7, R15, R18, R28)

Table 5 (A10, B5, C4, D18, D19, J2, P7, R19, R29)

Table 6 (B6, C7, C10, C11, D20, D21, R20, R30)

Tables 1, 2 and 3 (A7-A10, B2, B5, C1, C2, C4, D2–D10, D18, D19, P7, R17-R19, R21, R27, R28, R29)

Table descriptions (C1-C11)

Teaching funds (see also recurrent funds for teaching) (3, 7, I16)

TEC funding (A5, R7)

TTA (A5, I4)

U

Undergraduate (A10, B5, B7, C4, D11, D18, D19, F2, H4, J1, J2, K2, N5, N6, R13, R17, R19)

V

Validation checks (I4, A24, O1-O20, P8, P12, R32)

W

Web-site (see HEFCE web-site, HMSO web-site)

Weighted student FTE (I16)

Workbook notes (P1-P12)

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